

Agency Off Cycle Check Processing

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Calculate, review and confirm paysheets.

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Agency Off Cycle Check Processing

This document used with the Payroll Business Processes PAY0601 through PAY0607 (<http://phoenix.gagta.com>. Click HRMS/Payroll/Business Processes) contains the tools to acquire the knowledge necessary to manually enter, calculate and confirm Off Cycle payroll data in the PeopleSoft System.

Section 1: Add a paysheet, used for on demand and manual checks.
Calculate, review and confirm data.

Section 2: Process a reversal or reversal/adjustment check.
Calculate, review and confirm data.

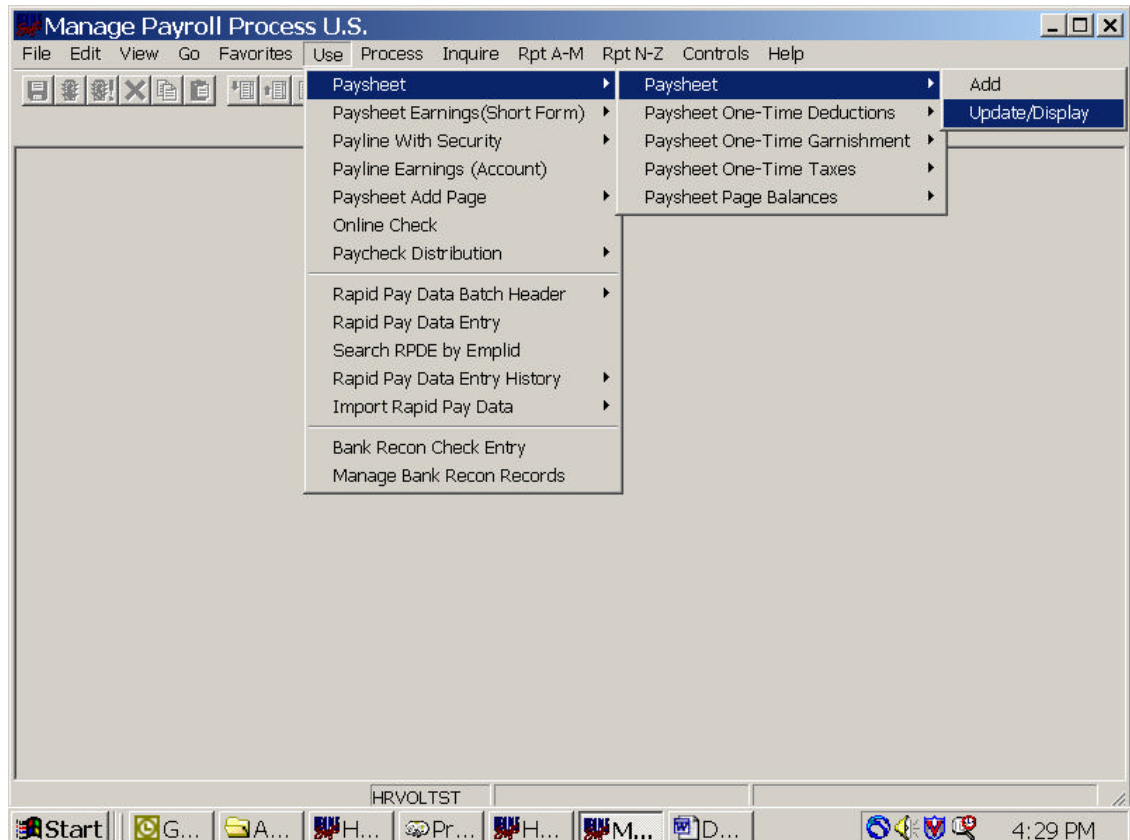
On Demand Checks: Checks processed through PeopleSoft and printed during the Nightly Batch Process for delivery to the Agency the following business day.

Manual Checks: Used to record payments to (or from) an employee that are issued at the time of request. This entry does not produce a paper check the following day, it only updates year to date balances and processes through to PeopleSoft Financials.

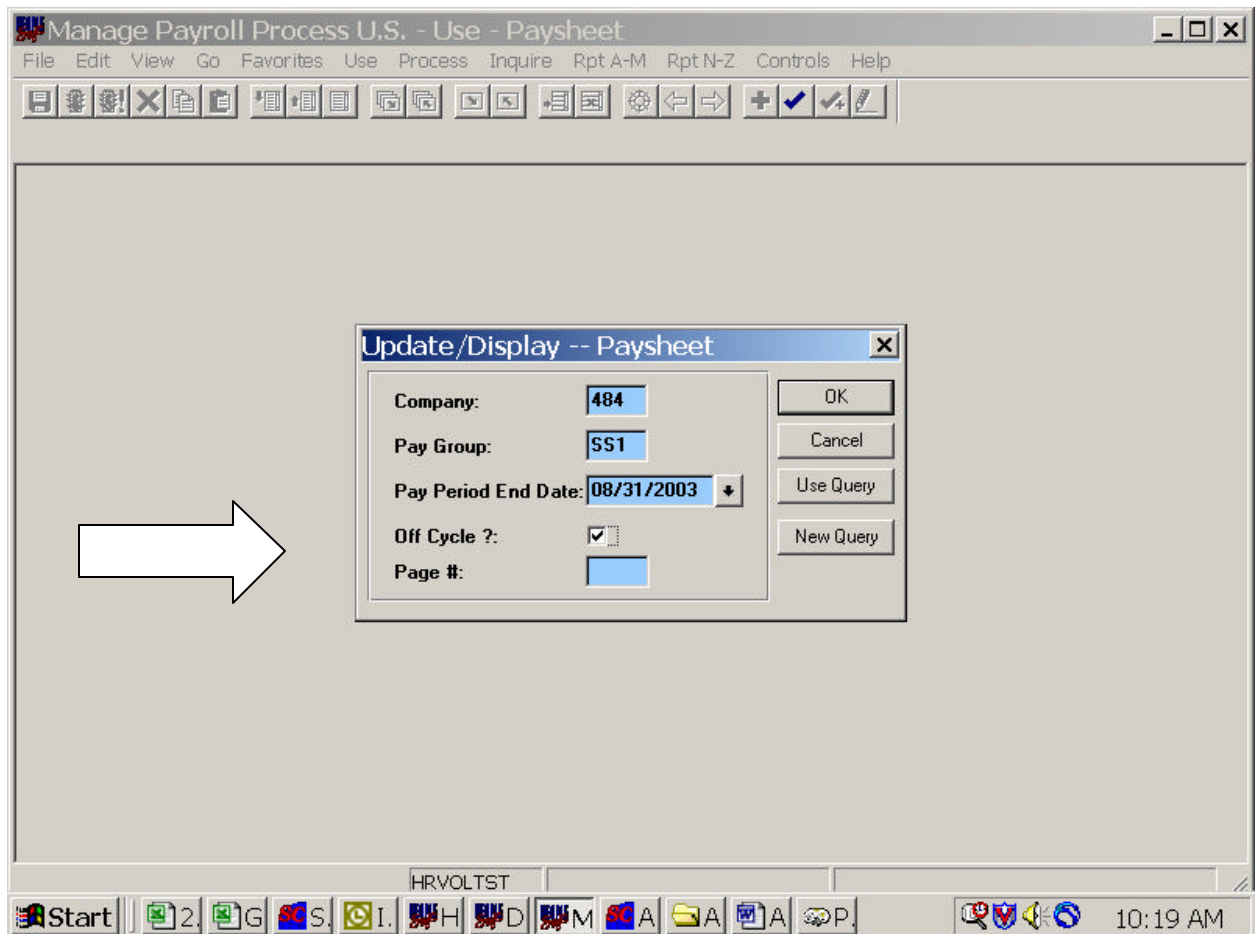
To add a paysheet for an on demand or manual check:

Step 1

Navigation: Go, Compensate Employees, Manage Payroll Process U.S., Use, Paysheet, Paysheet, Update/Display.



Enter Company, Pay Group, current open Pay Period End Date, turn on the Off Cycle Indicator and select OK. Find the highest page number on the drop down list and record for use in Step 3.

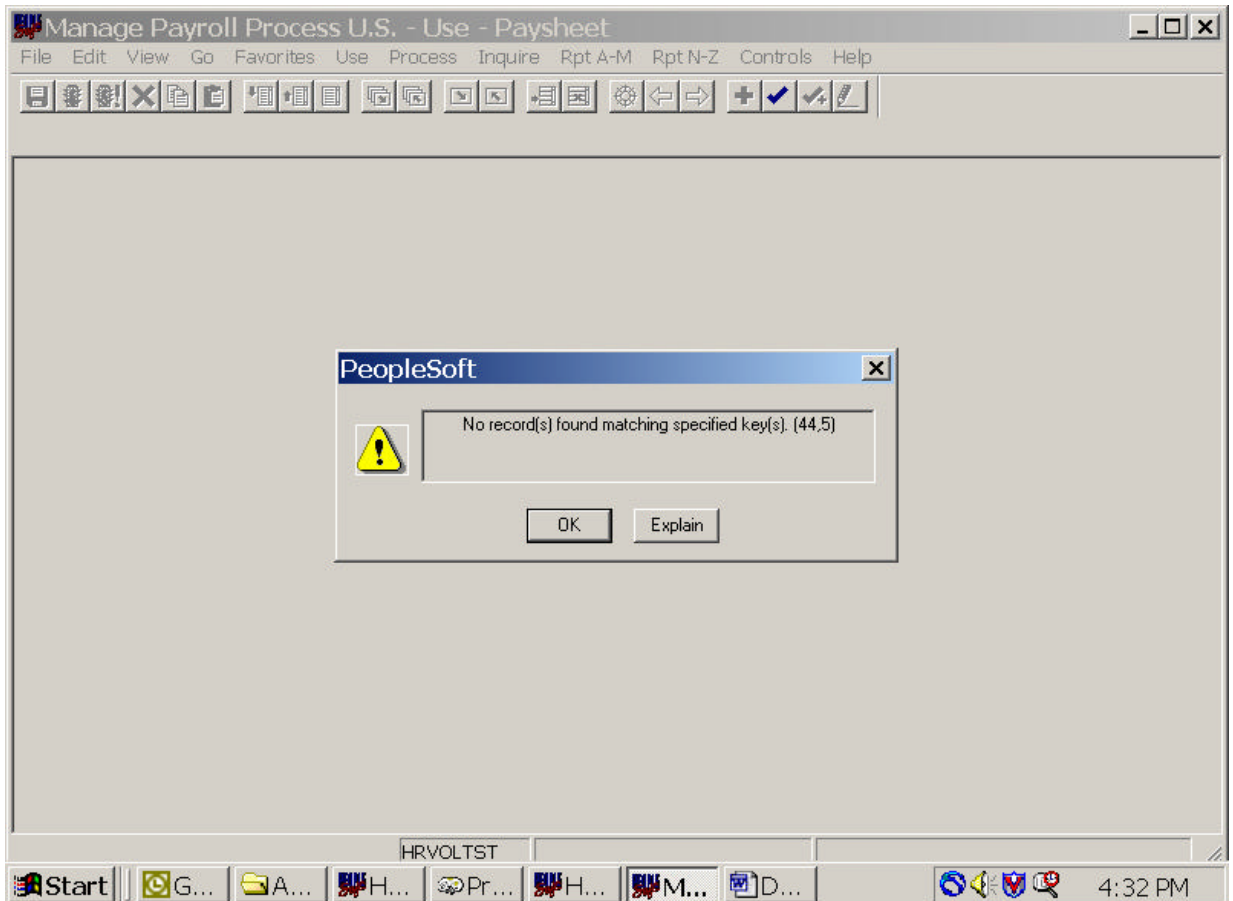


Note: The Off Cycle Check Box must be a white background with a black check mark to retrieve only the Off Cycle Paylines.

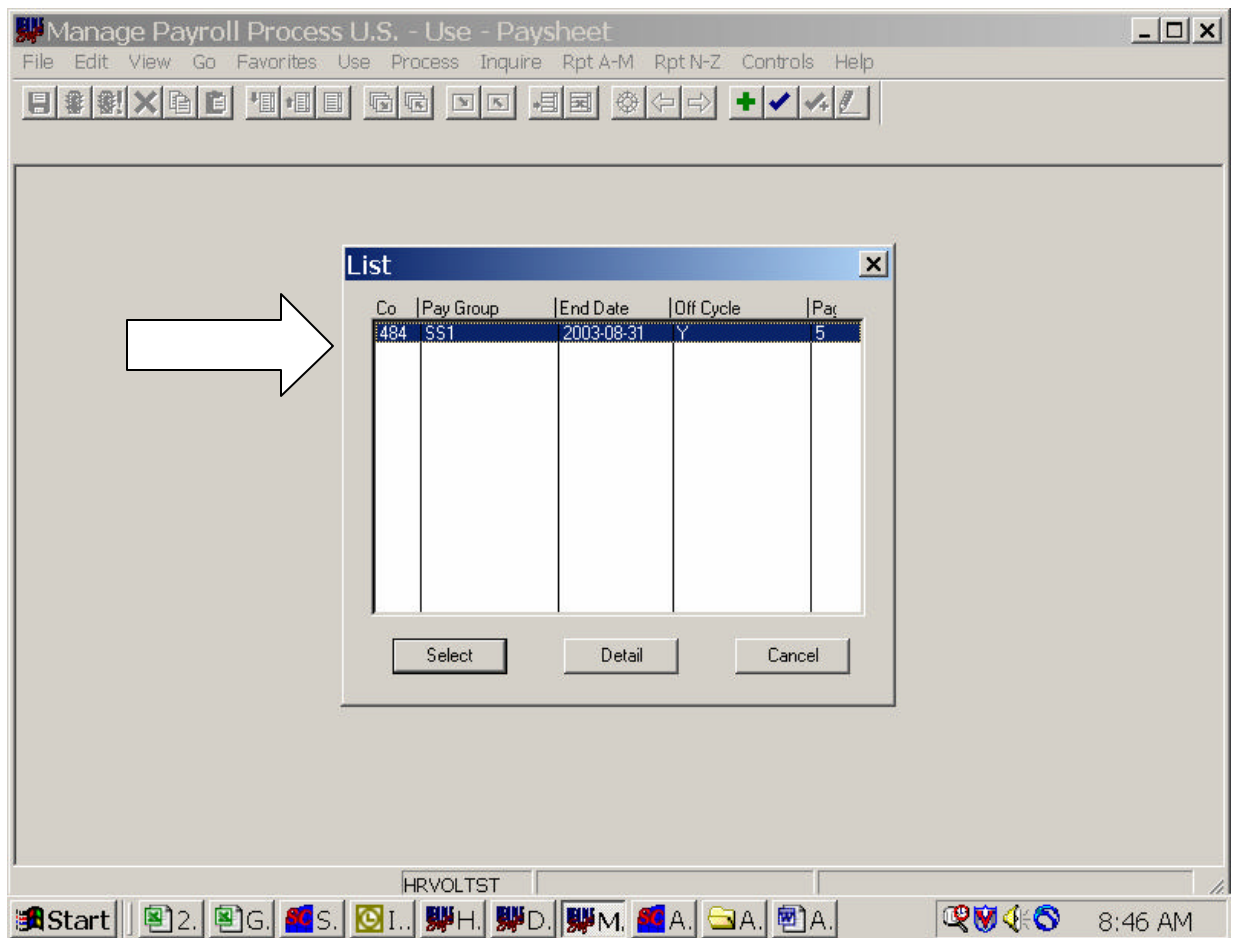
If the Off Cycle Check Box is grey with a grey check mark, you will retrieve both On and Off Cycle Paylines.

If the Off Cycle Check Box is blank, you will retrieve only On Cycle Paylines.

Note: If No Records Found, record Page # 0

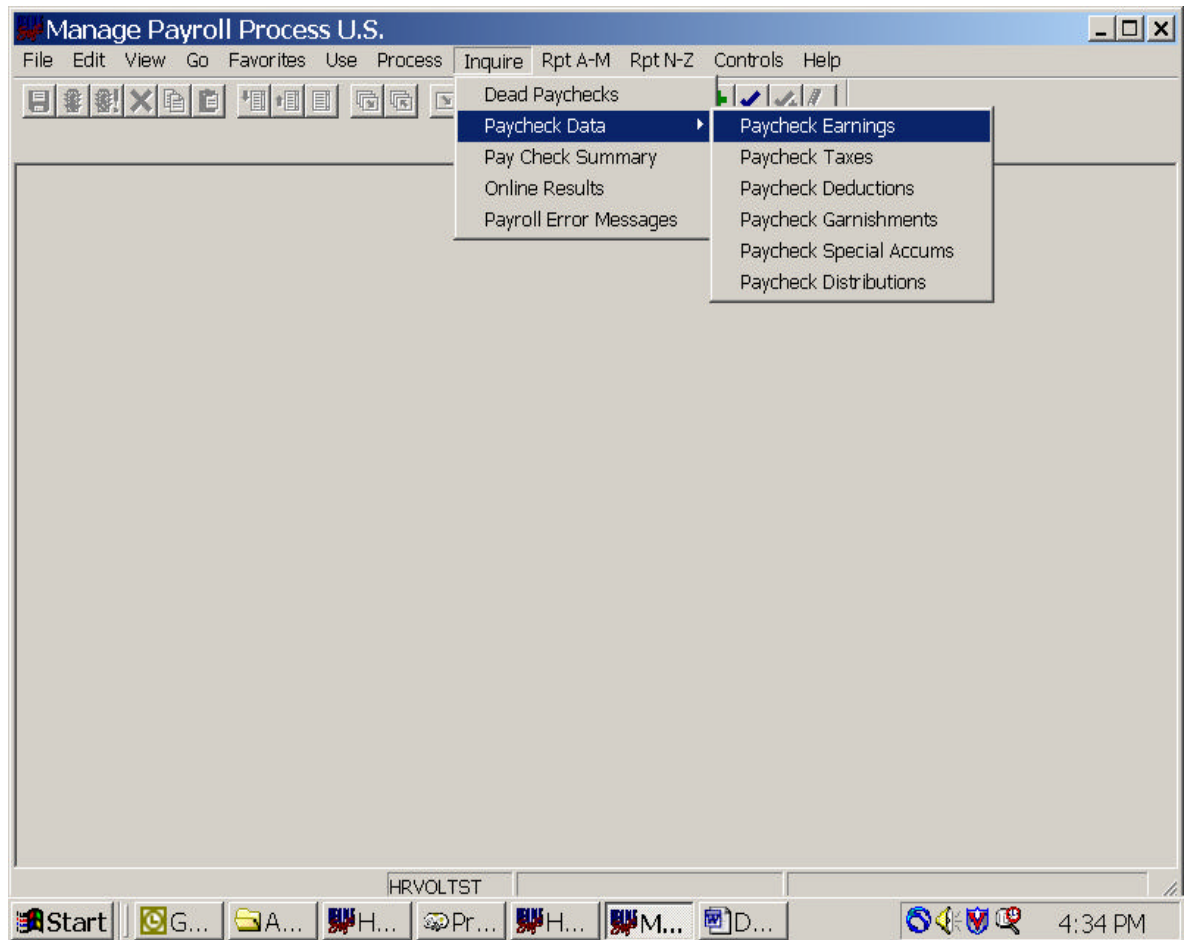


If an Off Cycle Page is found record that number, in this case the number is 5.



Step 2:

Navigation: Go, Compensate Employees, Manage Payroll Process U.S., Inquire, Paycheck Data, Paycheck Earnings.



Enter Company, Pay Group, current open Pay Period End Date, turn on the Off Cycle indicator and click OK

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Update/Display -- Paycheck Data

Company: 484
Pay Group: SS1
Pay Period End Date: 08/31/2003
Off Cycle ? : ☒
Page #:
Line #:
Paycheck Number:
EmplID:
Name:

OK
Cancel
Use Query
New Query

Start | 2. | G. | S. | I. | H. | D. | M. | A. | A. | A. | 8:48 AM

All calculated or confirmed Off Cycle checks will appear, look for the highest page number. If this number is higher than the page number recorded in Step 1 , use this number in Step 3.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

List

Co	Pay Group	End Date	Off Cycle	Page	Line #	Form ID	Check #	ID	Name
484	SS1	2003-08-31	Y	1	1	484CK	522297	00221163	
484	SS1	2003-08-31	Y	2	1	484CK	522832	00319706	
484	SS1	2003-08-31	Y	3	1	484ADV	280420	00355614	
484	SS1	2003-08-31	Y	4	1	484CK	522887	00355614	
484	SS1	2003-08-31	Y	5	1		0	00581202	

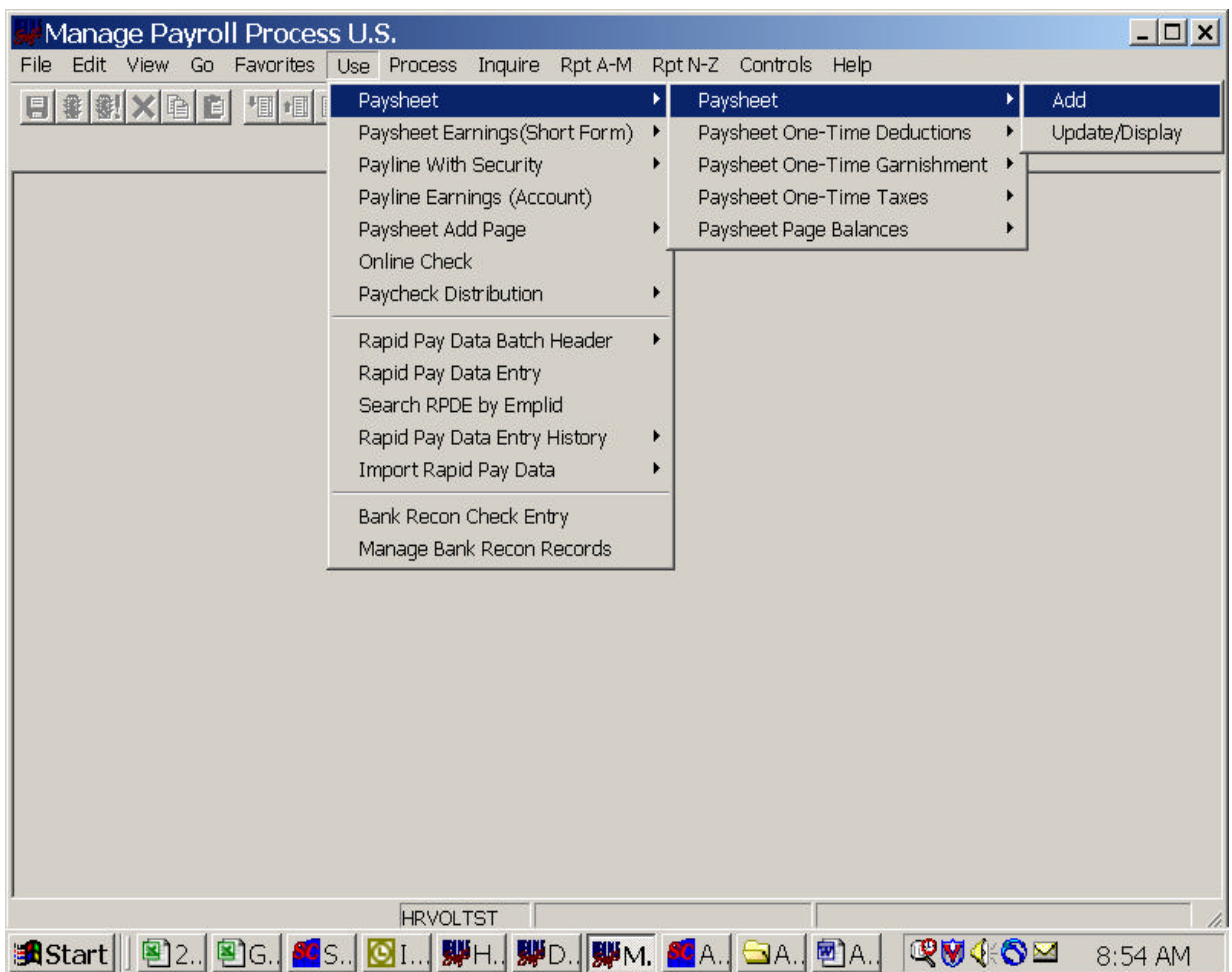
Select Detail Cancel

HRVOLTST

Start 2. G. S. I. H. D. M. A. A. A. 8:49 AM

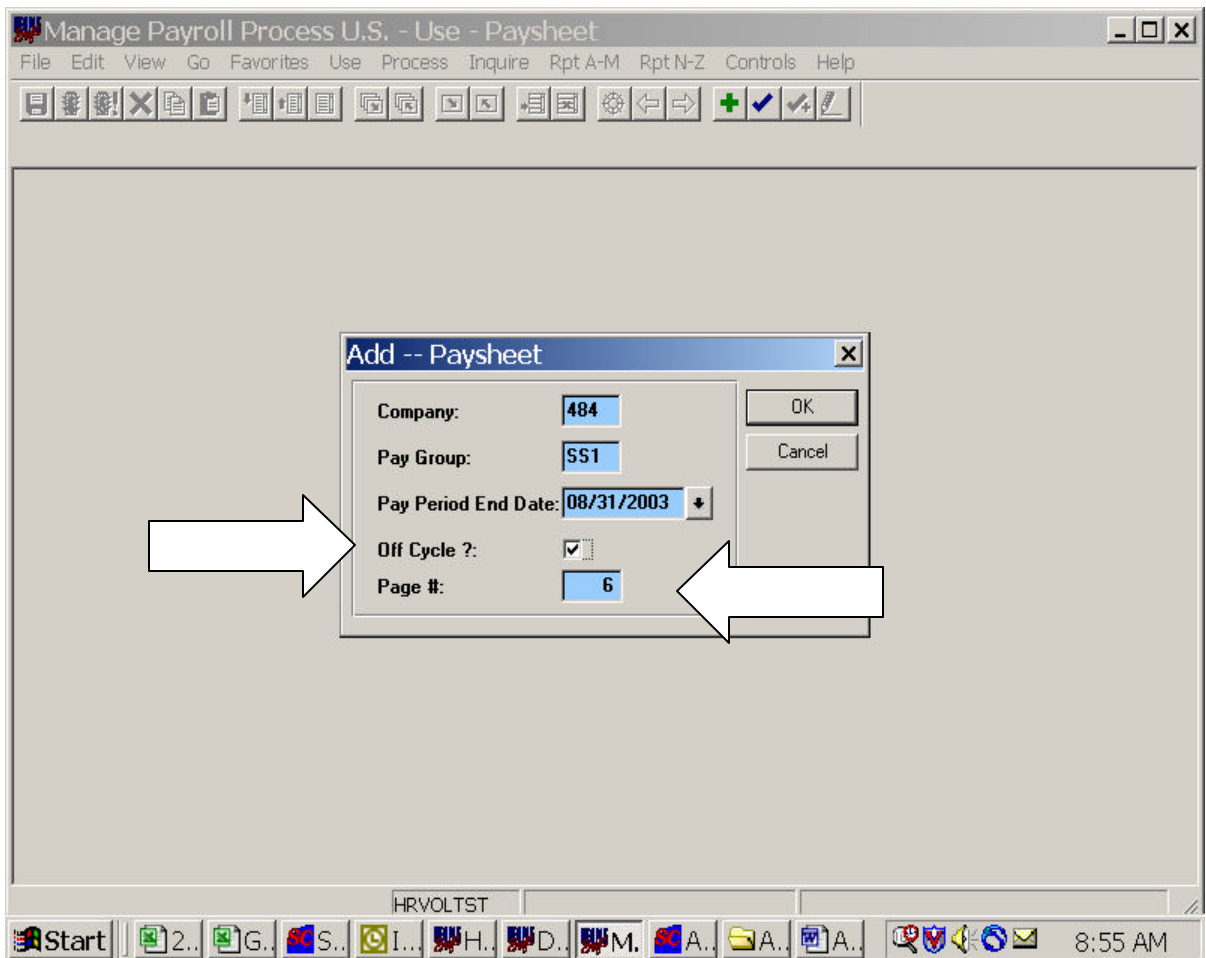
Step 3:

Navigation: Go, Compensate Employees, Manage Payroll Process U.S., Use, Paysheet, Paysheet, ADD.



Enter Company, Pay Group, current open Pay Period End Date, turn on the Off Cycle Indicator, and in the Page # field add one to the highest page number found in Steps 1 or 2 and select OK.

NOTE: IF you fail to turn on the Off Cycle Indicator the paysheet will be added as an On Cycle paysheet.



Once the paysheet panel appears enter the Employee ID and Record number. After tabbing out of the record number field, verify the displayed department id is within your agency.

Manage Payroll Process U.S. - Use - Paysheet

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paysheet Paysheet One-Time Deductions Paysheet One-Time Garnishment Paysheet One-Time Taxes Paysheet Page Balances

Company: 484 Pay Group: SS1 Pay End Date: 08/31/2003 Page: 6

Line #	ID	Empl Rcd#	Ben Rcd#	Name	Manual Check
1	00241440	0	0		<input type="checkbox"/>

No Message

Check # Check Dt Total Gross Net Pay

09/02/2003

Ovr HrllyRt Reg Hrs In OT Hrs Hrlly. Rate Reg Salary

OK to Pay

15.171416

☒ Disable Direct Deposit ☐ Gross-Up

Shift Acct Code Department Job Code Position GL PayType FICA TL

N/A 4846202502 15202 00133638 GA N

08/16/2003 08/31/2003

Tax Prds: 1 Annl: Pay Frequency: Semimnthly Tax Method: Annualized

Other Earnings

Cd	Seq	Hours	Amount

HRVOLTST Paysheet Add

Start 2.. G.. S.. I.. H.. D.. M.. A.. A.. 8:56 AM

Click on OK to Pay, and ensure that the Disable Direct Deposit check mark is clicked on. If it is not selected and the employee is enrolled in Direct Deposit, A Direct Deposit Advise will print instead of a check. At this time Phoenix is not offering transmitting of Direct Deposits for Off Cycle Checks.

Enter Hours or Salary to pay employee. Once all information is entered and the paysheet is saved, it is time to run the Off Cycle Calc Process.

Manage Payroll Process U.S. - Use - Paysheet

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paysheet Paysheet One-Time Deductions Paysheet One-Time Garnishment Paysheet One-Time Taxes Paysheet Page Balances

Company: 484 Pay Group: SS1 Pay End Date: 08/31/2003 Page: 6

Line #	ID	Empl Rcd#	Ben Rcd#	Name	Manual Check	Check #	Check Dt	Total Gross	Net Pay
1	00241440	0	0				09/02/2003		

No Message

☐ Ovr HrllyRt
☒ OK to Pay
☒ Disable Direct Deposit
☐ Gross-Up

Shift Acct Code: N/A
 Department: 4846202502
 Job Code: 15202
 Position: 00133638
 GL PayType: GA
 FICA Locality: N
 TL Rcds:

Tax Prds: 1 Annl:
 Pay Frequency: Semimnthly
 Tax Method: Annualized

Other Earnings

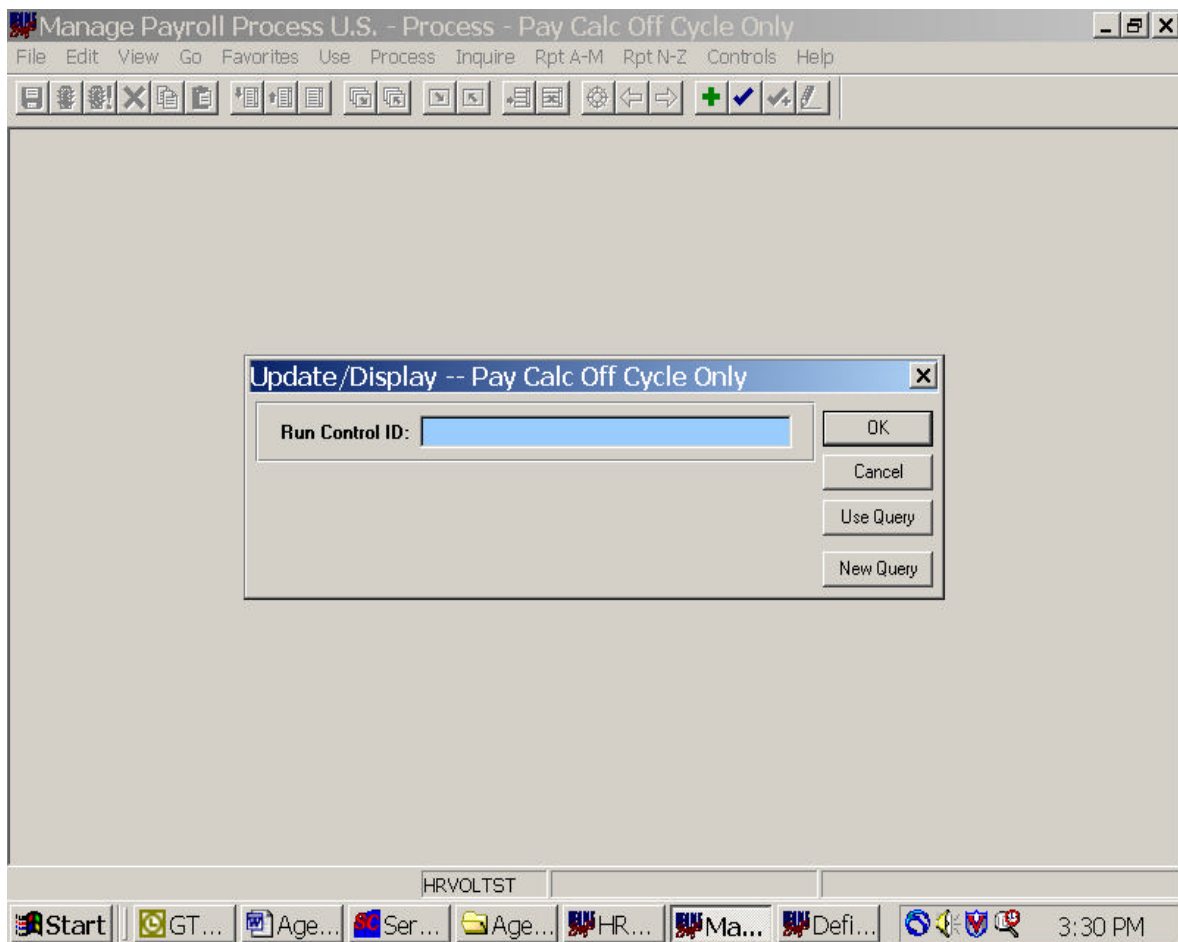
Cd	Seq	Hours	Amount

HRVOLTST Paysheet Add

Start 2.. G.. S.. I.. H.. D.. M.. A.. A.. 9:00 AM

Step 4

Navigation: Go, Compensate Employees, Manage Payroll Process U.S, Process, Pay Calc Off Cycle Only, Update/Display. Enter you Run Control ID (your initials or whatever you chose) and click OK. (Run Id should not exceed 8 characters , do not use special characters such as \$, %, etc)



Enter the Agency Number, Pay Group, Pay End Date and Page Number to Process. Then click the first Run Traffic Light on the Tool Bar to run the process.

Manage Payroll Process U.S. - Process - Pay Calc Off Cycle Only

Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Rundx Pay Calc Off

Operator ID: GHMARTIN
Run Control ID: 1

Off-Cycle Run

Company: 484 DOT
Pay Group: SS1 Semi Sal
Pay End Date: 08/31/2003
Process:
Page #: 6 Thru:

Calculation Options

☒ Only Calculate Where Needed
☐ (Re)Calculate All Checks

HRVOLTST Rundx Pay Calc Off Update/Display

Start 2 G S I H D M A A A 9:06 AM

Be sure the Process Scheduler is set as the example. Run Location to Server, Server is PSUNX, Output Destination to File. Click OK to Start Process.

Manage Payroll Process U.S. - Process - Pay Calc Off Cycle Only

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Rundx Pay Calc Off

Operator ID:
Run Control ID:

Off-Cycle Run
Company:
Pay Group:
Pay End Date:
Process:

Calculation Options
☒ Only Calcul
☐ (Re)Calcul

Process Scheduler Request

Operator ID: GHMARTIN Run Control ID: 1

Run Location:
☐ Client ☒ Server
Server: PSUNX

Output Destination:
☒ File ☐ Printer ☐ Window
File/Printer: /tmp/ +P-d

Run Date/Time:
Date: 09/02/2003
Time: 09:09:00 AM
Reset to current Date/Time

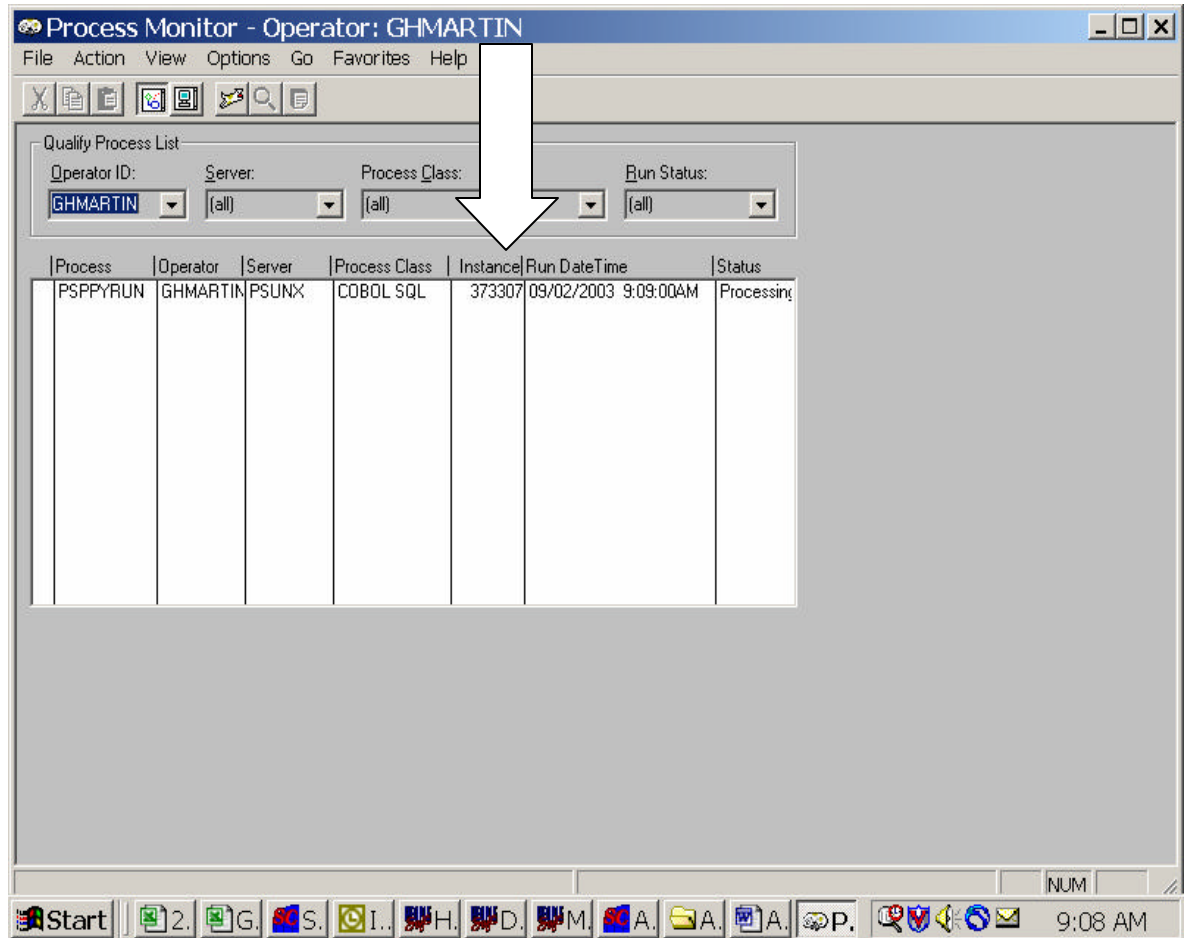
Run Recurrence:
Once
Name:
New View Delete

Description	Name	Process Type Descr
Calculate Pay	PSPPYRUN	COBOL SQL

HRVOLTST Rundx Pay Calc Off Update/Display

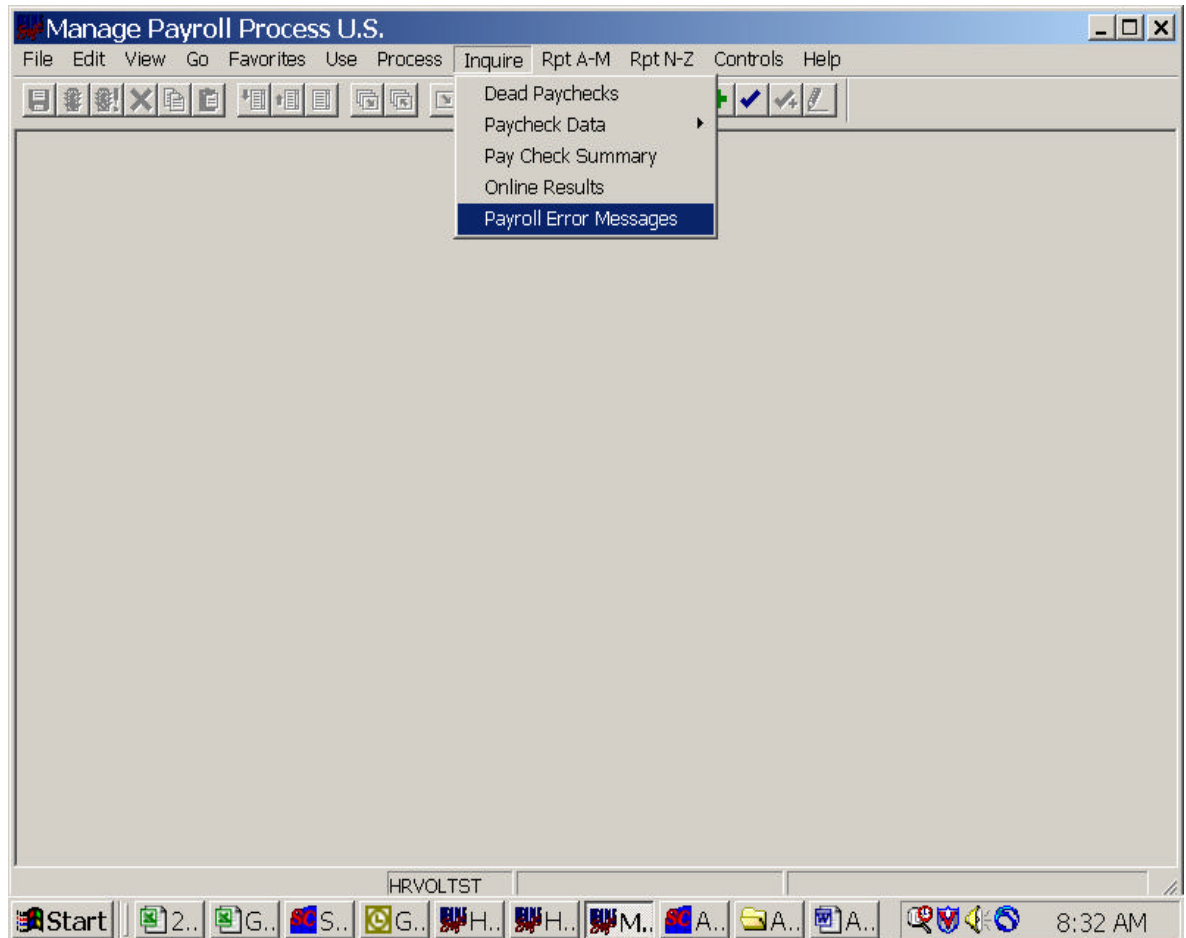
Start 2.. G.. S.. I.. H.. D.. M.. A.. A.. 9:07 AM

Note the Process Instance Number: 373307

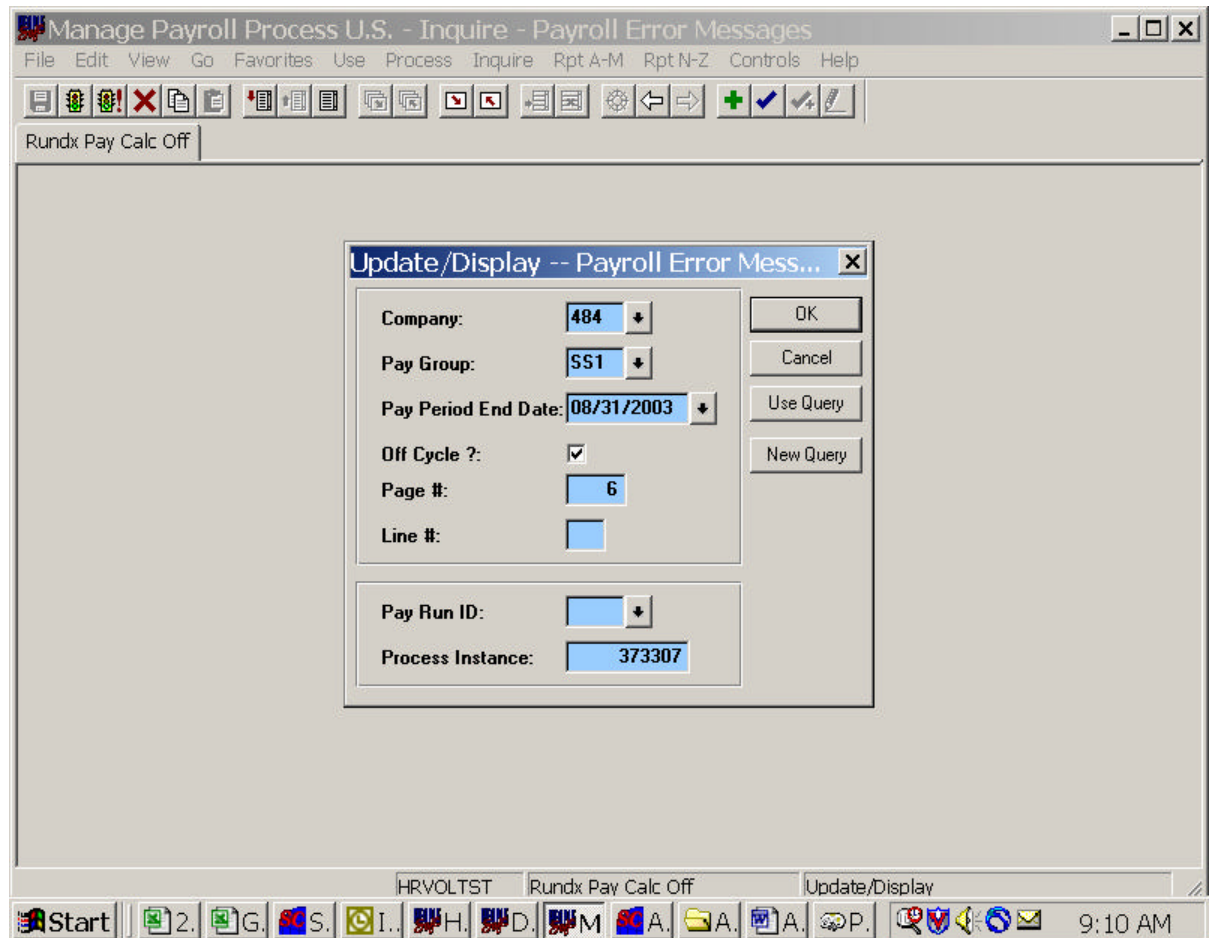


Remember: Because you get Success on the Process Scheduler does not mean the check is correctly calculated. This means only that the process has completed successfully. Always check your Payroll Error Messages and the Paycheck Data.

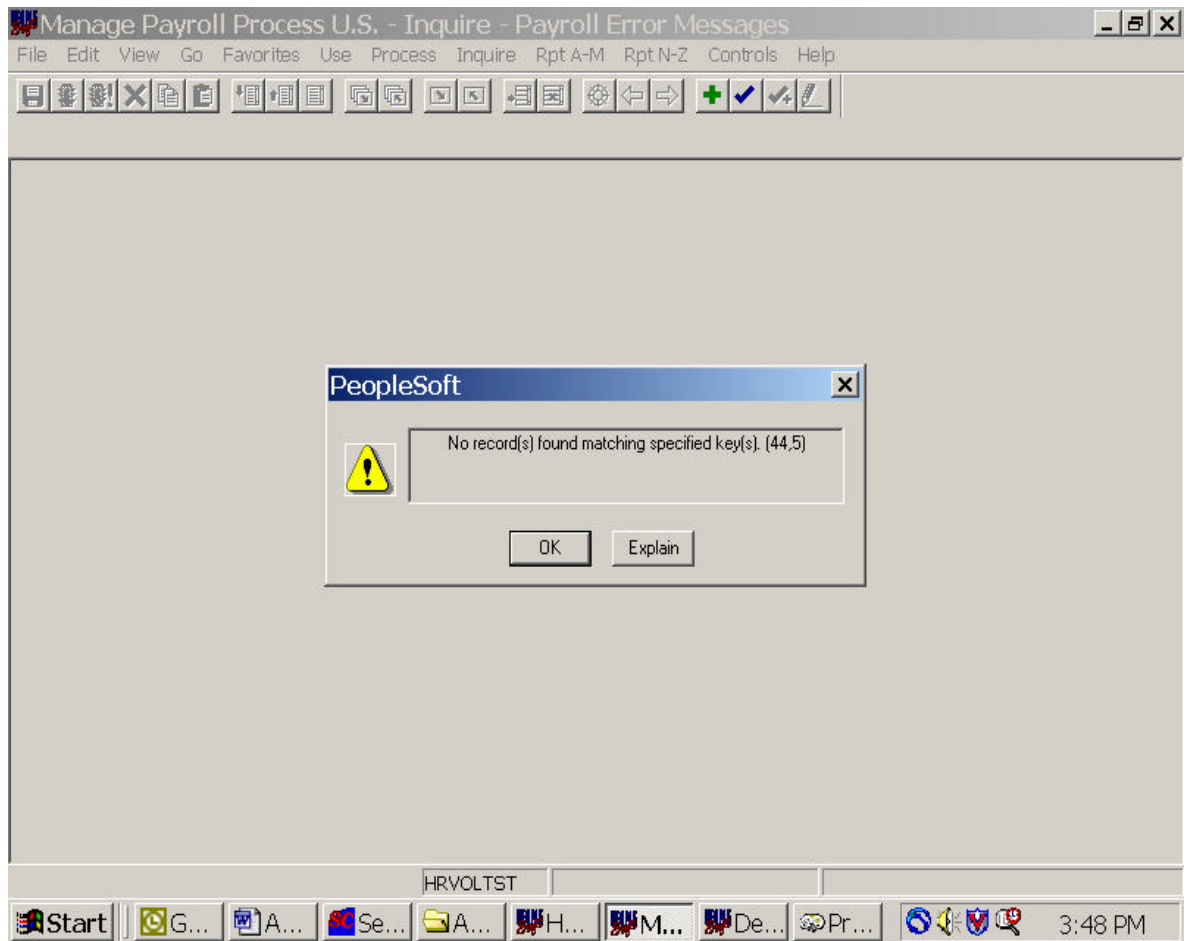
Navigation: Go, Compensate Employees, Manage Payroll U.S., Inquire , Payroll Error Message.



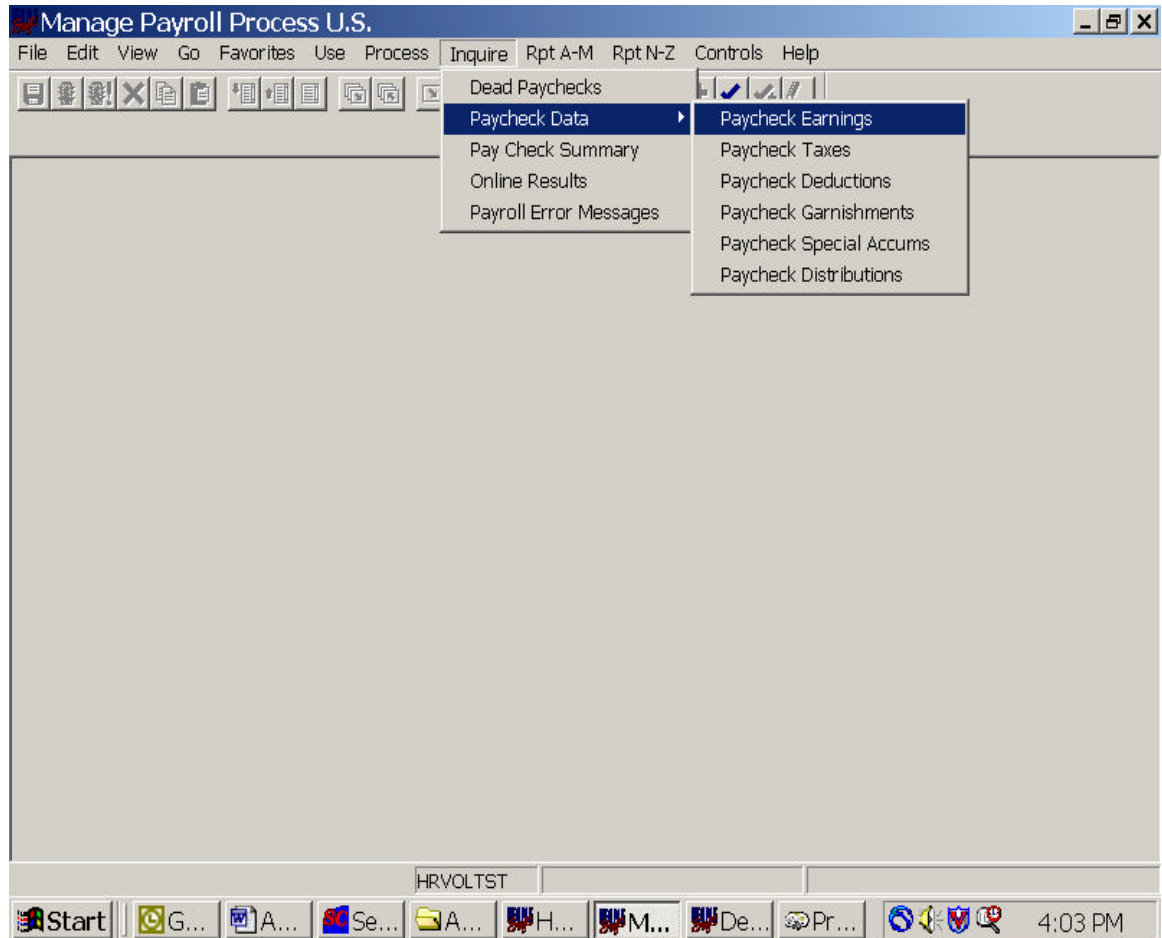
You may use all or any of the following criteria to access the error messages. Company, Click Off Cycle , Page Number, or the Process Instance Number. We recommend inputting the Company or the Process Instance Number.



This verifies that you have no calculation errors on this payline.



Navigation: Go, Compensate Employee, Manage Payroll Process U.S. Inquire, Paycheck Data, Paycheck Earnings.



Enter the Company, Pay Group, Pay Period End Date, Click Off Cycle and Page Number, Click OK.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Update/Display -- Paycheck Data

Company: 484

Pay Group: SS1

Pay Period End Date: 08/31/2003

Off Cycle ? : ☒ ←

Page #: 6

Line #:

Paycheck Number:

EmplID:

Name:

OK

Cancel

Use Query

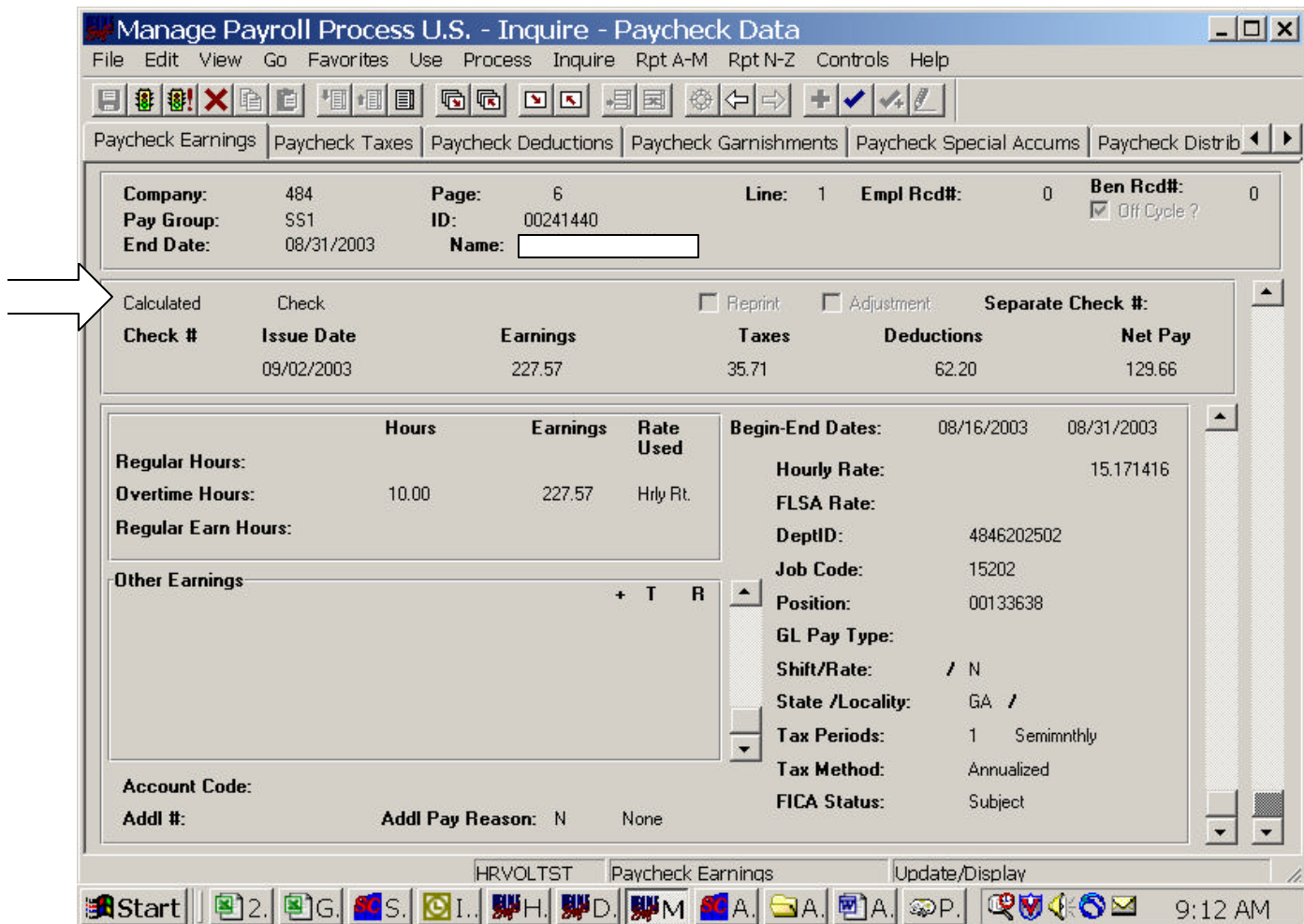
New Query

HRVOLTST

Start 2. G. S. I.. H. D. M. A. A. A. P. 9:12 AM

NOTE: The word Calculated above the Check # area. Verify all the information on each panel.

Paycheck Earnings



Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions | Paycheck Garnishments | Paycheck Special Accums | Paycheck Distrib

Company: 484 Page: 6 Line: 1 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 08/31/2003 Name:

☐ Reprint ☐ Adjustment Separate Check #:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
Calculated	09/02/2003	227.57	35.71	62.20	129.66

Regular Hours:
 Overtime Hours: 10.00 Earnings: 227.57 Rate Used: Hrly Rt.
 Regular Earn Hours:

Other Earnings + T R

Account Code:
 Addl #: Addl Pay Reason: N None

Begin-End Dates: 08/16/2003 08/31/2003
 Hourly Rate: 15.171416
 FLSA Rate:
 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimnthly
 Tax Method: Annualized
 FICA Status: Subject

HRVOLTST Paycheck Earnings Update/Display

Start | 2 | G | S | I.. | H. | D. | M | A. | A. | P. | 9:12 AM

Paycheck Taxes

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accums Paycheck Distrib

Company: 484 **Page:** 6 **Line:** 1 ☒ Off Cycle ?
Pay Group: SS1 **ID:** 00241440 **Empl Rcd#:** 0 **Ben Rcd#:** 0
End Date: 08/31/2003 **Name:**

Calculated	Check	Separate Check #:			
Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay:
	09/02/2003	227.57	35.71	62.20	129.66

State	Tax Entity	Res	Tax Class	Tax Amount	Taxable Gross	No Limit Gross Tax Not Taken
	US Federal		OASDI/Dis	12.73	205.27	205.27
	US Federal		FICA - MHI	2.98	205.27	205.27
	US Federal		Withholding	20.00	205.27	
GA	State	Y	Withholding		205.27	
GA	State		UnemplER			205.27

HRVOLTST Paycheck Taxes Update/Display

Start 2. G. S. I. H. D. M. A. A. P. 9:34 AM

Paycheck Deductions

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions** | Paycheck Garnishments | Paycheck Special Accums | Paycheck Distrib

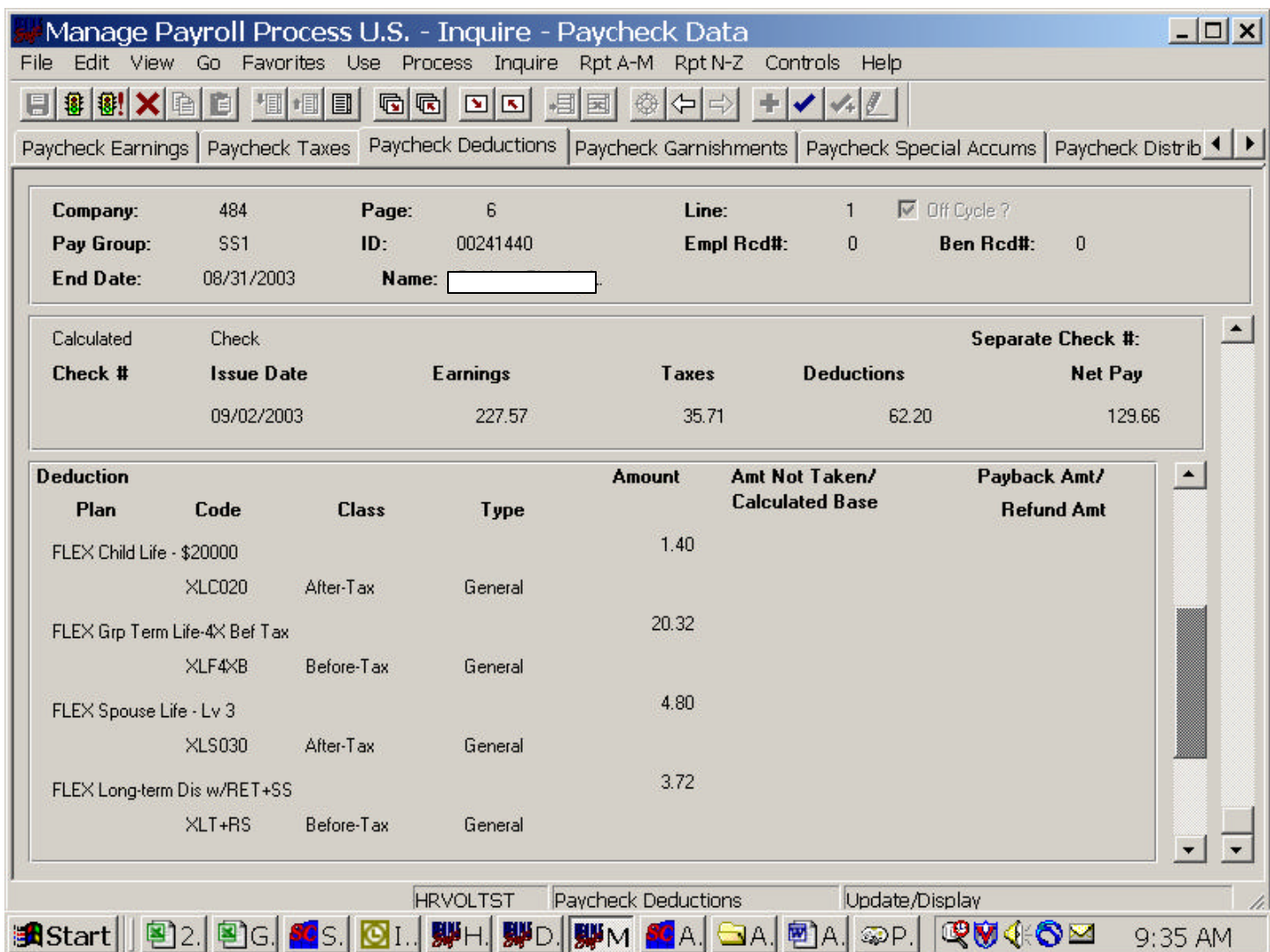
Company: 484 **Page:** 6 **Line:** 1 ☒ Off Cycle ?
Pay Group: SS1 **ID:** 00241440 **Empl Rcd#:** 0 **Ben Rcd#:** 0
End Date: 08/31/2003 **Name:**

Calculated	Check	Separate Check #:			
Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
	09/02/2003	227.57	35.71	62.20	129.66

Deduction	Plan	Code	Class	Type	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt
Charitable Contribution Progra					1.00		
		CHRTY	After-Tax	General			
Credit Union DOT Savings					25.00		
		CUDOTS	After-Tax	General			
FLEX Grp Term AD&D 5X					5.96		
		XADD5X	Before-Tax	General			
FLEX Child Life - \$20000					1.40		
		XLC020	After-Tax	General			

HRVOLTST Paycheck Deductions Update/Display

Start | 2. | G. | S. | I. | H. | D. | M | A. | A. | P. | 9:35 AM



Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions | Paycheck Garnishments | Paycheck Special Accums | Paycheck Distrib

Company: 484 **Page:** 6 **Line:** 1 ☒ Off Cycle?
Pay Group: SS1 **ID:** 00241440 **Empl Rcd#:** 0 **Ben Rcd#:** 0
End Date: 08/31/2003 **Name:**

Calculated	Check	Separate Check #:			
Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
	09/02/2003	227.57	35.71	62.20	129.66

Deduction	Plan	Code	Class	Type	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt
FLEX Spouse Life - Lv 3					4.80		
	XLS030		After-Tax	General			
FLEX Long-term Dis w/RET+SS					3.72		
	XLT+RS		Before-Tax	General			
Imputed Income - FLEX Life					7.70		
	IMPIFL	IMPIFL	Taxable	Life		127,000.00	
SHBP Employer Plan					29.81		
	SHBP	SHBP	Nontaxable	SHBP ER		227.57	

HRVOLTST Paycheck Deductions Update/Display

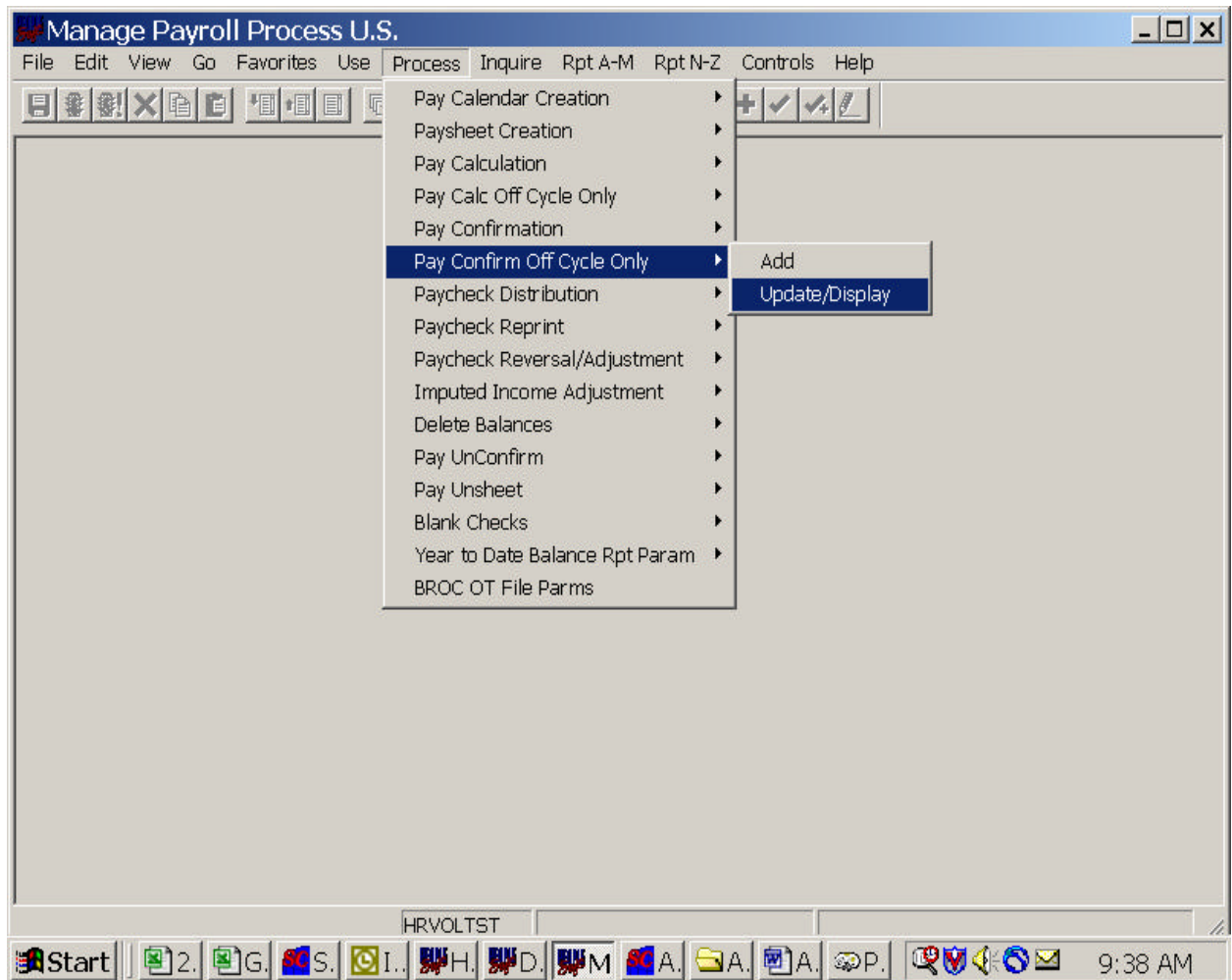
Start | 2. | G. | S. | I. | H. | D. | M | A. | A. | A. | P. | 9:36 AM

Also Verify Paycheck Garnishments if employee is subject to garnishment.

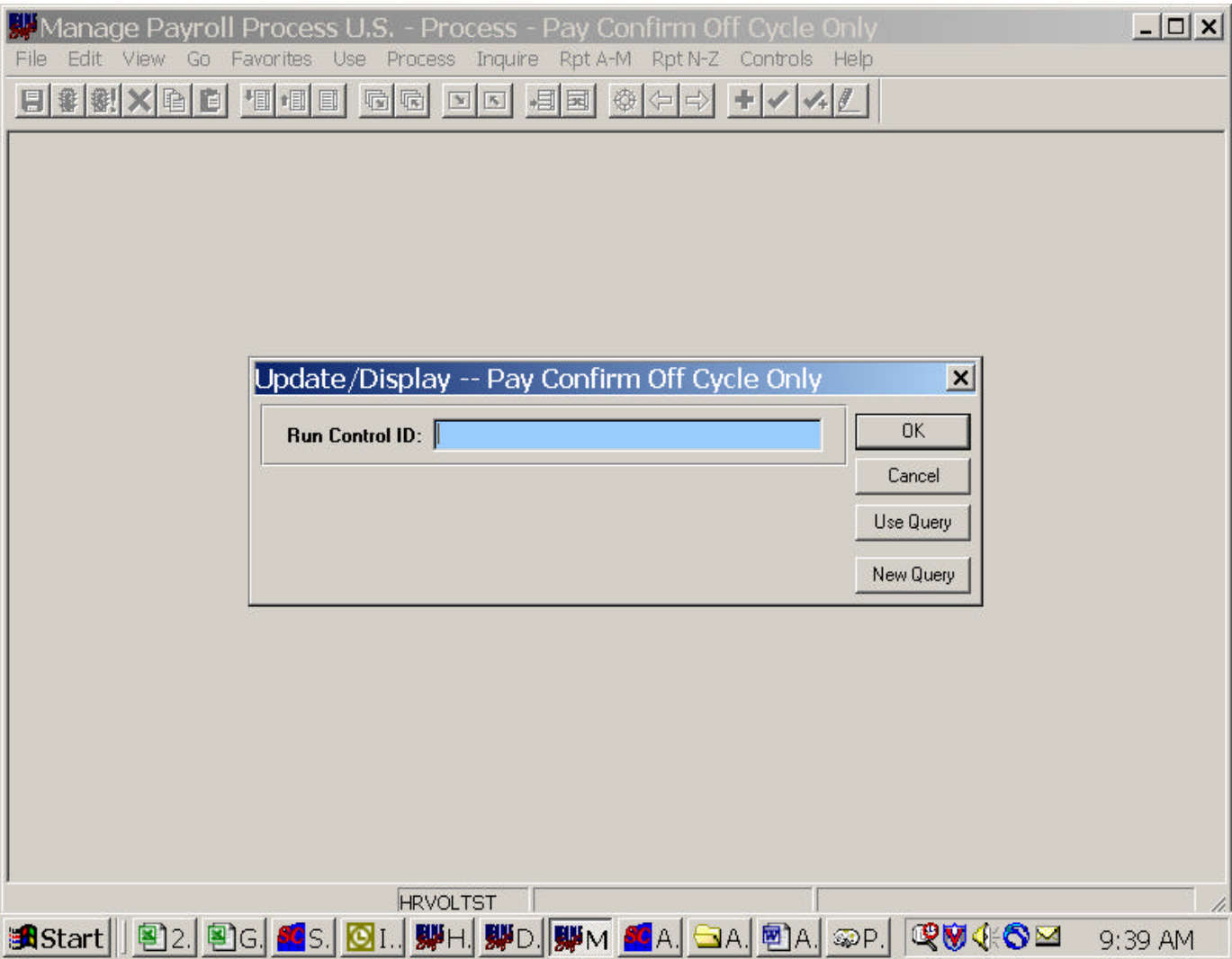
Step 5

Once Paycheck Data has been verified that it contains all necessary and correct information, it is time to Confirm the Off Cycle.

Navigation: Go, Compensate Employees, Manage Payroll Process US, Process Pay Confirm Off Cycle Only, Update /Display.



Enter the Run Control ID and click OK



Enter Company, Pay Group, Pay End Date and Page Number, Click Traffic Light.

Manage Payroll Process U.S. - Process - Pay Confirm Off Cycle Only

Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Pay Confirm Off

Operator ID: GHMARTIN
Run Control ID: 1

Off-Cycle Run

Company: 484 DOT
Pay Group: SS1 Semi Sal
Pay End Date: 08/31/2003
Process:
Page #: 6 Thru:

Start 2. G. S. I. H. D. M A. A. A. P. 9:40 AM

Verify the Process Scheduler Radio Buttons are set as in the example and then click OK.

Manage Payroll Process U.S. - Process - Pay Confirm Off Cycle Only

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Pay Confirm Off

Operator ID:

Run Control ID:

Off-Cycle Run

Company:

Pay Group:

Pay End Date:

Process:

Page #:

Process Scheduler Request

Operator ID: GHMARTIN Run Control ID: 1

Run Location:

☐ Client ☒ Server

Server: PSUNX

Output Destination:

☒ File ☐ Printer ☐ Window

File/Printer: /tmp/ +P-d

Run Date/Time:

Date: 09/02/2003

Time: 09:44:00 AM

Reset to current Date/Time

Run Recurrence:

Once

Name:

New View Delete

OK

Cancel

Description	Name	Process Type Descr
Confirm Pay	PSPCNFRM	COBOL SQL

HRVOLTST Pay Confirm Off Update/Display

Start 2. G. S. I. H. D. M. A. A. P. 9:41 AM

Process Monitor - Operator: GHMARTIN

File Action View Options Go Favorites Help

Quality Process List

Operator ID: GHMARTIN Server: (all) Process Class: (all) Run Status: (all)

Process	Operator	Server	Process Class	Instance	Run DateTime	Status
PSPCNFRM	GHMARTIN	PSUNX	COBOL SQL	373308	09/02/2003 9:44:00AM	Success
PSPPYRUN	GHMARTIN	PSUNX	COBOL SQL	373307	09/02/2003 9:09:00AM	Success

NUM

Start 2. G. S. I. H. D. M. A. A. P. 9:42 AM

Once Process Scheduler has completed with Success, review the Payroll Error Messages and then verify the Paycheck has been confirmed.

Navigation: Go, Manage Payroll Process US, Inquire Paycheck Data, Paycheck Earnings. Enter Company, Pay Group, Pay Period End Date, Check Off Cycle and Page Number and click OK.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Update/Display -- Paycheck Data

Company: 484 ▾

Pay Group: SS1 ▾

Pay Period End Date: 08/31/2003 ▾

Off Cycle ? : ☒

Page #: 6 ▾

Line #: ▾

Paycheck Number:

EmplID:

Name:

OK
Cancel
Use Query
New Query

HRVOLTST

Start 2. G. S. I. H. D. M. A. A. A. P. 9:44 AM

When the list appears, click Select.

The screenshot shows a Windows application window titled "Manage Payroll Process U.S. - Inquire - Paycheck Data". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Rpt A-M", "Rpt N-Z", "Controls", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a "List" dialog box. The dialog box has a table with the following columns: "Co", "Pay Group", "End Date", "Off Cycle", "Page", "Line #", "Form ID", "Check #", "ID", and "Name". The first row of the table contains the following data: "484", "SS1", "2003-08-31", "Y", "6", "1", "484CK", "522889", "00241440", and an empty "Name" field. Below the table are three buttons: "Select", "Detail", and "Cancel". A white arrow points to the "Select" button. The taskbar at the bottom shows the "Start" button, several open applications, and the system clock displaying "9:44 AM".

Co	Pay Group	End Date	Off Cycle	Page	Line #	Form ID	Check #	ID	Name
484	SS1	2003-08-31	Y	6	1	484CK	522889	00241440	

NOTE: There is now the word Confirmed, and a Check # has been assigned.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accums Paycheck Distrib

Company: 484 Page: 6 Line: 1 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 08/31/2003 Name:

Confirmed Check ☐ Reprint ☐ Adjustment ☐ Separate Check #:
 Check # Issue Date Earnings Taxes Deductions Net Pay
 522889 09/02/2003 227.57 35.71 62.20 129.66

Hours	Earnings	Rate Used
Regular Hours:		
Overtime Hours: 10.00	227.57	Hrly Rt.
Regular Earn Hours:		

Begin-End Dates: 08/16/2003 08/31/2003
 Hourly Rate: 15.171416
 FLSA Rate:
 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimnthly
 Tax Method: Annualized
 FICA Status: Subject

Other Earnings + T R
 Account Code:
 Addl #: Addl Pay Reason: N None

HRVOLTST Paycheck Earnings Update/Display

Start 2 G S I H D M A A P 9:45 AM

In order to do Manual Check Entry, follow all of the steps as the On-Demand Check Process with the following exceptions.

Once the paysheet has been added you will need to check the Manual Check Box and enter a Check Number, Total Gross, Net Pay, Reg Salary or Other Earnings. Click OK to Pay and Disable Direct Deposit.

Manage Payroll Process U.S. - Use - Paysheet

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paysheet Paysheet One-Time Deductions Paysheet One-Time Garnishment Paysheet One-Time Taxes Paysheet Page Balances

Company: 484 Pay Group: SS1 Pay End Date: 09/30/2003 Page: 6

Line #	ID	Empl Rcd#	Ben Rcd#	Name	Manual Check
1	00241440	0	0		<input checked="" type="checkbox"/>

Manual Check	Check #	Check Dt	Total Gross	Net Pay
	12345	09/29/2003	351.91	292.26

☐ Ovr HrlyRt
☒ OK to Pay
☒ Disable Direct Deposit
☐ Gross-Up

Shift: N/A
 Department: 4846202502
 Job Code: 15202
 Position: 00133638
 GL PayType: GA
 FICA: N
 TL Rcds:

Tax Prds: 1
 Pay Frequency: Semimnthly
 Tax Method: Annualized

Other Earnings:
 Cd: Seq: Hours: Amount:

HRVOLTST Paysheet Add

Start 2... G... G... A... S... H... H... M... M... 11:59 AM

On the Paysheet One Time Deductions, Deductions Taken to Subset, Deduction Subset ID is Off (for Off Cycle Check) and enter each of the Plan Types, Benefit Plan, Deduction Code/Class (Class designates if the deduction is taxable or non-taxable). The One Time Code is set to Override and Flat/ Additional Amount.

This example has no One Time Deductions.

Note: If the employee is eligible for Employer Health Benefits (SHBP), the Subset "Off" will automatically calculate that amount on the check.

Manage Payroll Process U.S. - Use - Paysheet

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paysheet Paysheet One-Time Deductions Paysheet One-Time Garnishment Paysheet One-Time Taxes Paysheet Page Balances

Company: 484 Pay Group: SS1 End Date: 10/15/2003 Page: 18

Line #	ID	Empl Rcd#	Ben Rcd#	Name
1	00241440	0	0	Manual Check

☒ OK to Pay Reason Deductions Taken: Subset Deduction Subset Id: OFF

One-Time Deduction Data

Plan Type: Benefit Plan: Ded Cd/Class: One Time Code: Override Flat/Addl Amt: Rate/Percent: Deduction Calculation Routine: Flat Amount

Start Inb... 200... GT... Doc... Age... Ma... Defi... 11:57 AM

Paysheet One Time Taxes. Click off the Addl Tax Flag then enter the allowable taxes.

State GA Tax Class H (for withholding) One Time Code, Override, One Time Tax Amount

Insert a row on the inner scroll bar, click Federal then chose Tax Class, Override, One time Tax Amount. Do this for OASDI, FICA and Federal Withholding.

Manage Payroll Process U.S. - Use - Payline With Security

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Payline Payline One-Time Deductions Payline One-Time Garnishments Payline One-Time Taxes

Company: 484 Pay Group: SS1 Pay End Date: 09/30/2003 Page: 6

Line #	ID	Empl Rcd#	Ben Rcd#	Name
1	00241440	0	0	

Manual Check

☒ OK to Pay ☐ Addl Taxes

One-Time Tax Data

State: GA ☐ Federal

Locality:

Tax Class: H Withholding

One-Time Code: Override One-Time Tax Amount: 11.35

HRVOLTST Payline One-Time Taxes Update/Display

Start 2.. G.. G.. A.. S.. H.. H.. M.. M.. P.. 12:16 PM

Manage Payroll Process U.S. - Use - Payline With Security

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Payline | Payline One-Time Deductions | Payline One-Time Garnishments | Payline One-Time Taxes

Company: 484 Pay Group: SS1 Pay End Date: 09/30/2003 Page: 6

Line #	ID	Empl Rcd#	Ben Rcd#	Name
1	00241440	0	0	

Manual Check

☒ OK to Pay ☐ Add Taxes

One-Time Tax Data

☒ Federal

Tax Class: **H** Withholding

One-Time Code: **Override** One-Time Tax Amount: **21.38**

HRVOLTST Payline One-Time Taxes Update/Display

Start 2.. G.. G.. A.. S.. H.. H.. M.. M.. P.. 12:17 PM

Once all of the information has been entered, save the paysheet and run the Off Cycle Calc Process just as for the On Demand check. Review Payroll Error Messages. The most usual message states that the calculated totals do not match the Net Pay entered on the manual check. This occurs when the Regular or Other Earnings have not been entered on the payline in addition to the Gross and Net or the One Time Deduction Amount or One Time Tax Amount is incorrect.

Make corrections to the payline and run the Off Cycle Calc Process until there are no errors. Review the Paycheck Data to validate the information and if correct, run the Pay Confirm Off Cycle Only Process.

Section 2: Reversal and Reversal/Adjustment Processing.

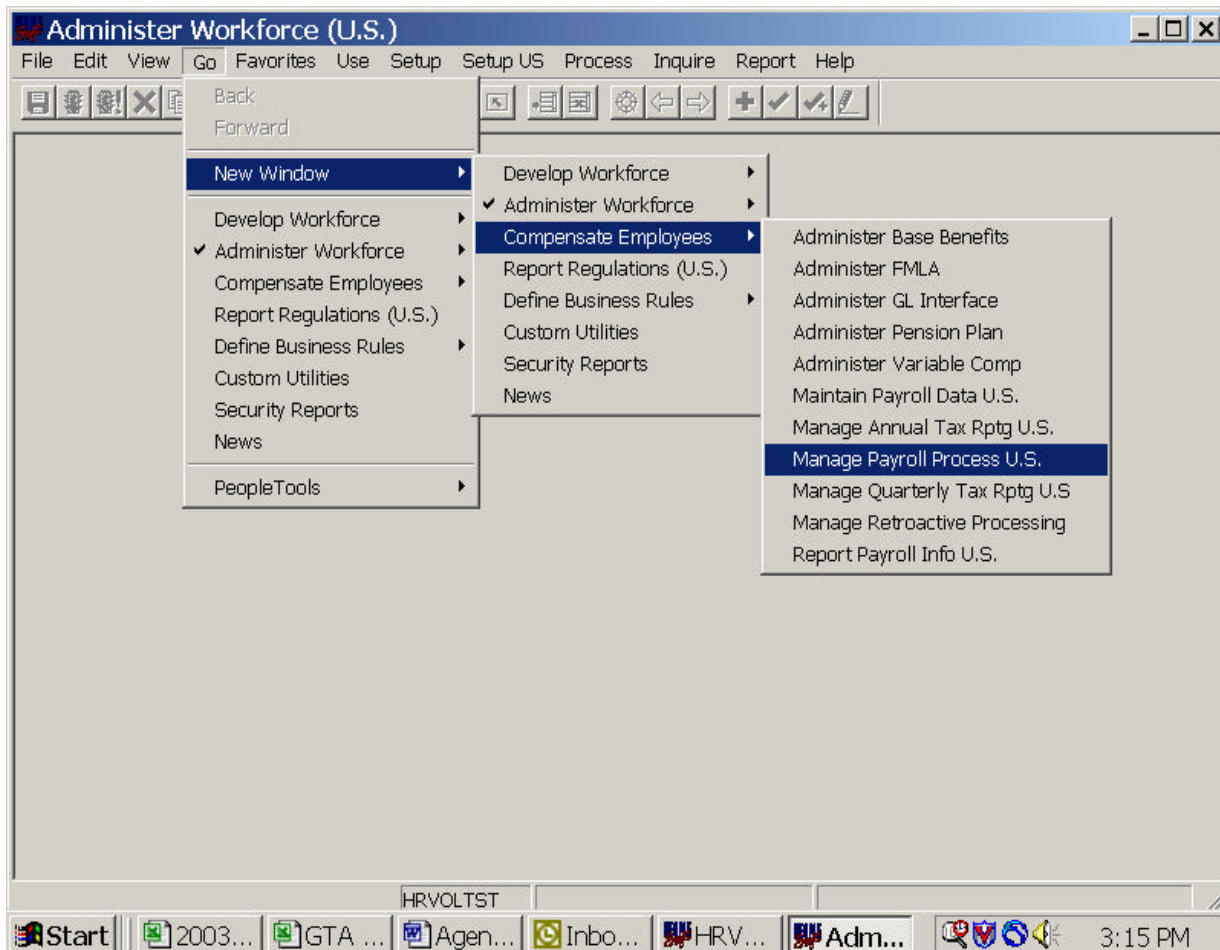
A Reversal is done to void a check that is incorrect or not due the employee and you have the check in hand. If the original check was a Bank Advice, you must have received the funds from the employee's bank before you can do a reversal.

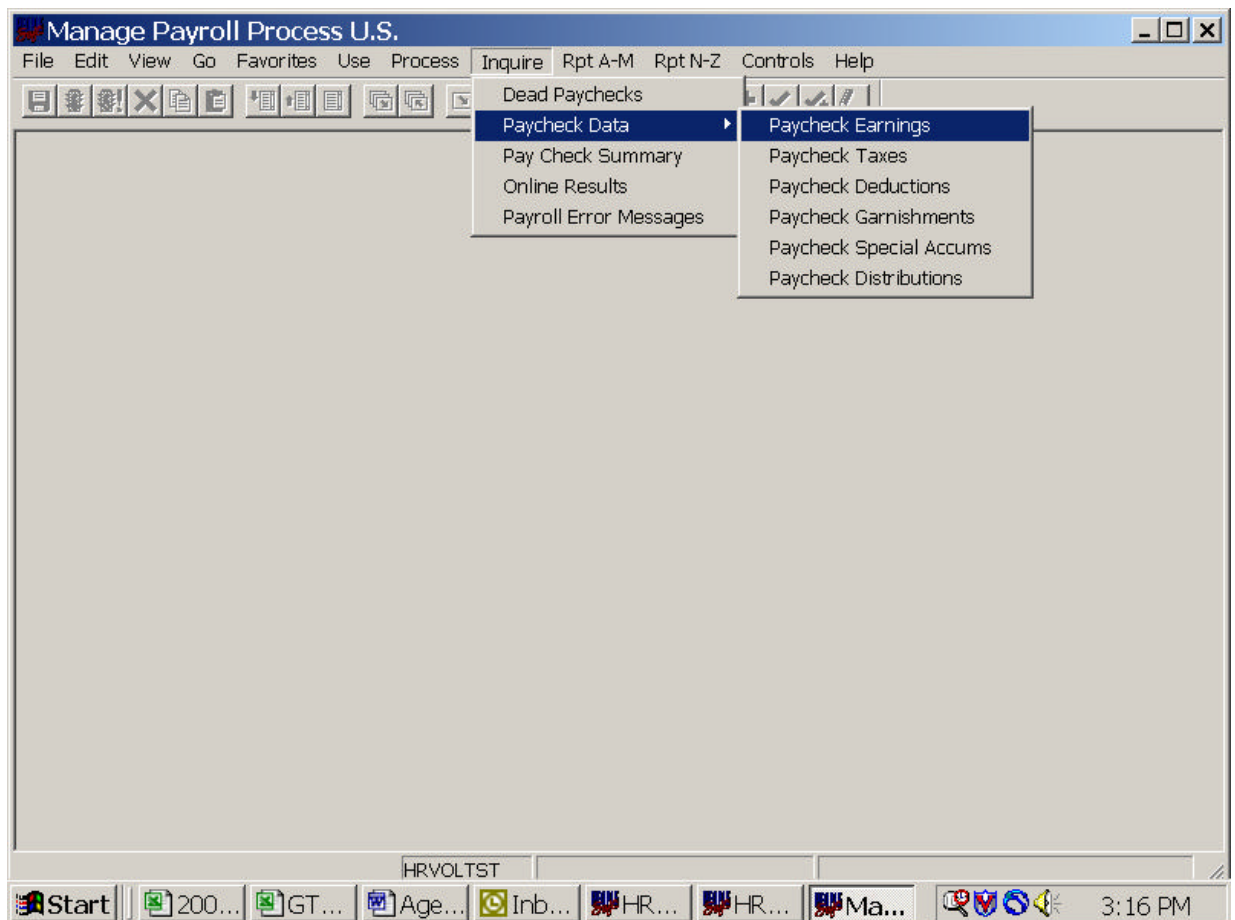
A Reversal/Adjustment is done when you owe the employee additional earnings or to refund a deduction or taxes that should not have been withheld. This process does not void the original check but uses it to calculate the additional earnings and taxes due. The Adjustment check pays the employee the difference.

Note: If the first Off Cycle processed during the current period is a Reversal or Reversal/Adjustment the system will assign page number 1.

Step 1: Obtain from Paycheck Data the following information on the check to be voided. The Employee ID and record number, the check issue date (not the period end date) and the check number.

Navigation: Go, Compensate Employees, Manage Payroll Process US, Inquire, Paycheck Data, Paycheck Earnings.





Enter the Company, Pay Group, Pay Period End Date (of the check to be voided) and the Employee ID Number and click OK.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Update/Display -- Paycheck Data

Company: 484

Pay Group: SS1

Pay Period End Date: 06/30/2003

Off Cycle ? : ☒

Page #:

Line #:

Paycheck Number:

EmpID: 00241440

Name:

OK

Cancel

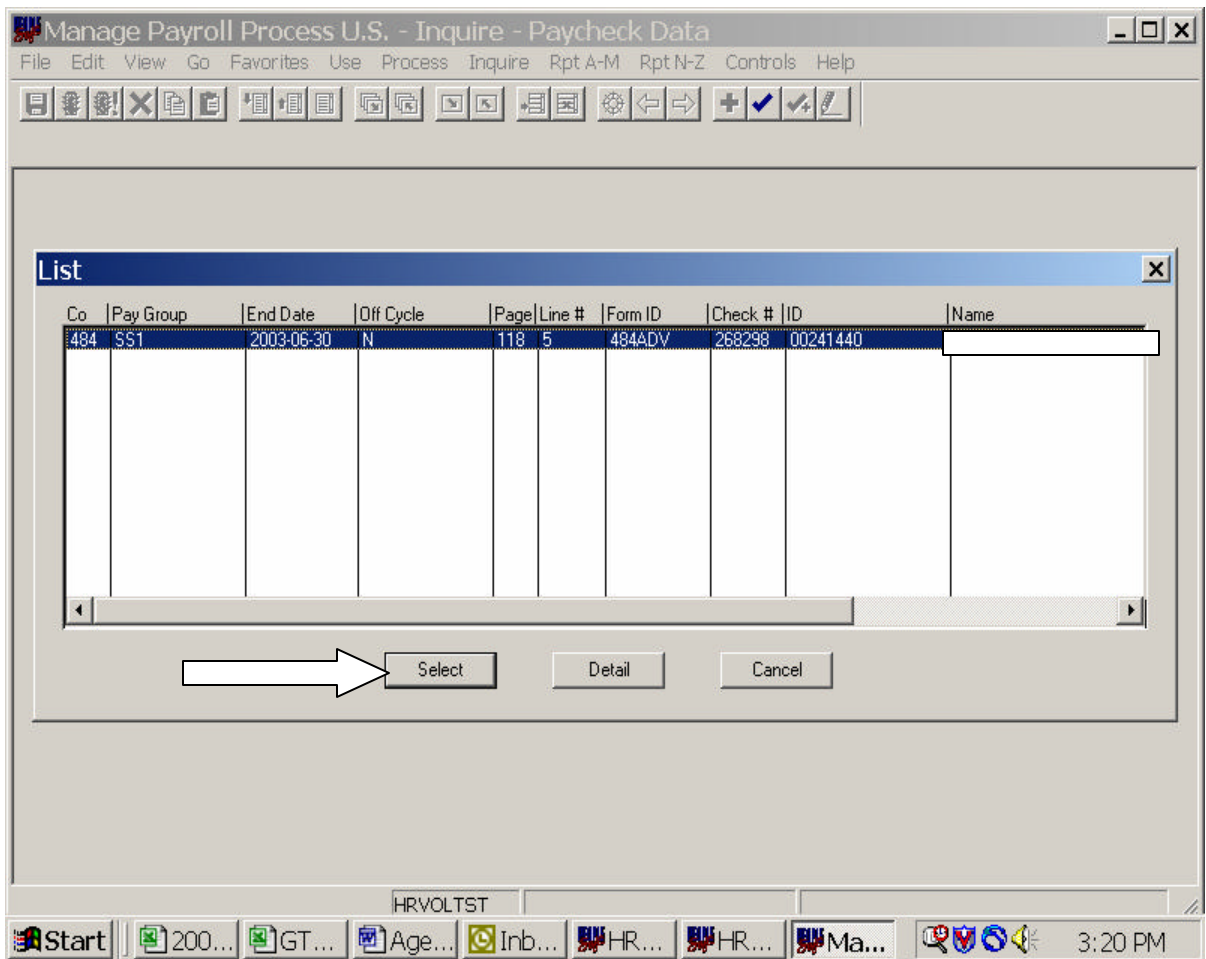
Use Query

New Query

HRVOLTST

Start 200... GT... Age... Inb... HR... HR... Ma... 3:20 PM

When the list comes up then Select.



Either make a screen print or record the information to be used on the Reversal/Adjustment panel.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions | Paycheck Garnishments | Paycheck Special Accums | Paycheck Distrib

Company: 484 Page: 118 Line: 5 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 06/30/2003 Name:

Confirmed Advice ☐ Reprint ☐ Adjustment Separate Check #:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
268298	06/30/2003	1,314.86	236.79	81.93	996.14

Hours	Earnings	Rate Used
Regular Hours:		
Overtime Hours:		Hrly Rt.
Regular Earn Hours:	88.00	1,314.86

Other Earnings + T R

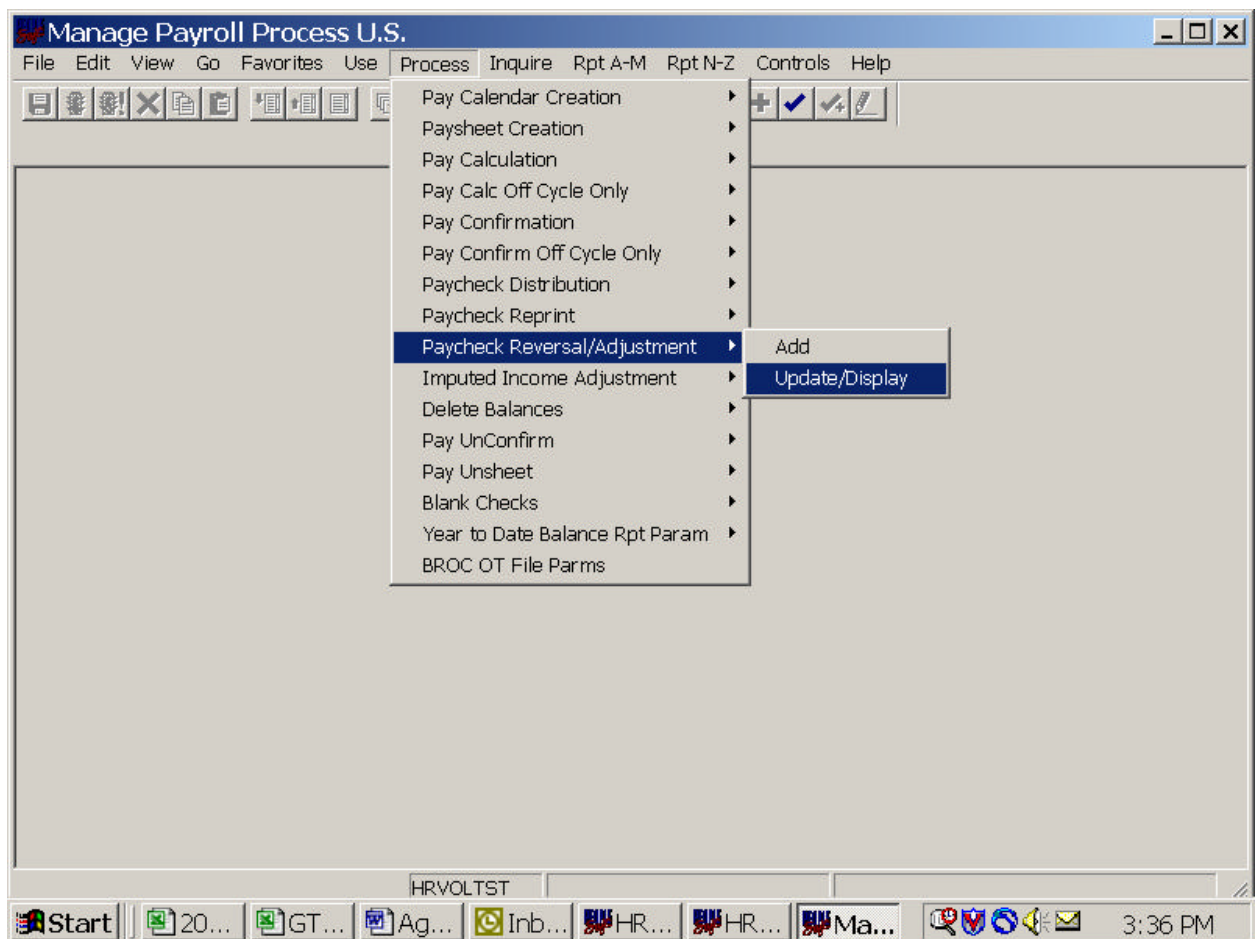
Account Code: Addl #: Addl Pay Reason: N None

Begin-End Dates: 06/16/2003 06/30/2003
 Hourly Rate: 15.171462
 FLSA Rate:
 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimnthly
 Tax Method: Annualized
 FICA Status: Subject

HRVOLTST Paycheck Earnings Update/Display

Start 200... GT... Age... Inb... HR... HR... Ma... 3:21 PM

Step 2: Navigation: Process/ Payroll Reversal/Adjustment/ Update Display.



Enter your Run Control ID and click OK.

Enter the Company Number, Pay Group, Current Open Pay Period End Date, Paycheck Number, Paycheck Issue Date and tab. The following will populate: ID, Name and Net Pay Amount. On the other side of the panel the original Pay Group, Period End Date, Off Cycle, Page Number, Line Number and Separate Check Number will populate by the system. The Reversal Radio Button should be on.

Manage Payroll Process U.S. - Process - Paycheck Reversal/Adjustment

Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Reversal/Adjustment

Operator ID: GHMARTIN
Run Control ID: 1

Company: 484 Ga. Dept. of Transportation
Pay Group: SS1 Semi-Monthly Salaried N
Pay Period End Date: 09/30/2003 Pay Run ID: E19

Paycheck Number: 268298
Paycheck Issue Date: 06/30/2003

ID/Name	Net Pay
00241440	\$996.14

or Pay Group: SS1
Pay Period End Date: 06/30/2003
Off Cycle ☐
Page #: 118
Line #: 5
Separate Check #: 0

☒ Reversal ☐ Adjustment ☐ Delete Current Reversal /Adjustment

HRVOLTST Paycheck Reversal/Adjustment Update/Display

Start 20... GT... Ag... Inb... HR... HR... Ma... 3:42 PM

Once all the information is entered click on the first traffic light to run the process.

The Process Scheduler should look like the following example. Click OK.

Process Scheduler Request

Operator ID: GHMARTIN Run Control ID: 1

Run Location: ☐ Client ☒ Server
 Server: PSUNX

Output Destination: ☒ File ☐ Printer ☐ Window
 File/Printer: /tmp/ +P-d

Run Date/Time:
 Date: 09/29/2003
 Time: 03:48:00 PM
 Reset to current Date/Time

Run Recurrence:
 Once
 Name: [New] [View] [Delete]

Description	Name	Process Type Descr
Reversal Processing	PSPPYREV	COBOL SQL

☒ Reversal ☐ Delete Current Reversal /Adjustment
☐ Adjustment

Background application: Manage Payroll Process U.S. - Process - Paycheck Reversal/Adjustment

Background application menu: File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Background application toolbar: [Icons for file operations, navigation, and execution]

Background application left pane: Paycheck Reversal/Adjustment

Background application fields: Operator ID, Run Control ID, Company, Pay Group, Pay Period End D, Paycheck Num, Paycheck Issue, ID/Name (00241440)

Background application status bar: HRVOLTST Paycheck Reversal/Adjustment Update/Display

Windows taskbar: Start, 20..., GT..., Ag..., Inb..., HR..., HR..., Ma..., 3:46 PM

Process Monitor - Operator: GHMARTIN

File Action View Options Go Favorites Help

Quality Process List

Operator ID: GHMARTIN Server: (all) Process Class: (all) Run Status: (all)

Process	Operator	Server	Process Class	Instance	Run DateTime	Status
PSPPYREV	GHMARTIN	PSUNX	COBOL SQL	382065	09/29/2003 3:48:00PM	Success
PSPCNFRM	GHMARTIN	PSUNX	COBOL SQL	382056	09/29/2003 12:45:00PM	Success
PSPPYRUN	GHMARTIN	PSUNX	COBOL SQL	382055	09/29/2003 12:13:00PM	Success
PSPPYRUN	GHMARTIN	PSUNX	COBOL SQL	382054	09/29/2003 12:11:00PM	Success

Start 2... G... A... In... H... H... M... P... NUM 3:47 PM

Once you have Success review Payroll Error Messages to make sure this check has not previously been reversed in the system. Review the Paycheck Data. It should match the following example , Check Reversal and all of the figures are negative.

NOTE: The system has assigned the page and line number based on the last Off Cycle Page Number that has been used for this current period. You never have to assign or add a page number for a Reversal or Reversal /Adjustment.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accruals Paycheck Distribution

Company: 484 Page: 7 Line: 1 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 09/30/2003 Name:

Reversing ☒ Check Reversal ☐ Reprint ☐ Adjustment Separate Check #:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
268298	06/30/2003	-1,314.86	-236.79	-81.93	-996.14

Hours	Earnings	Rate Used
Regular Hours:		
Overtime Hours:		Hrly Rt.
Regular Earn Hours:	-88.00	-1,314.86

Other Earnings + T R

Account Code: Add Pay Reason: N None

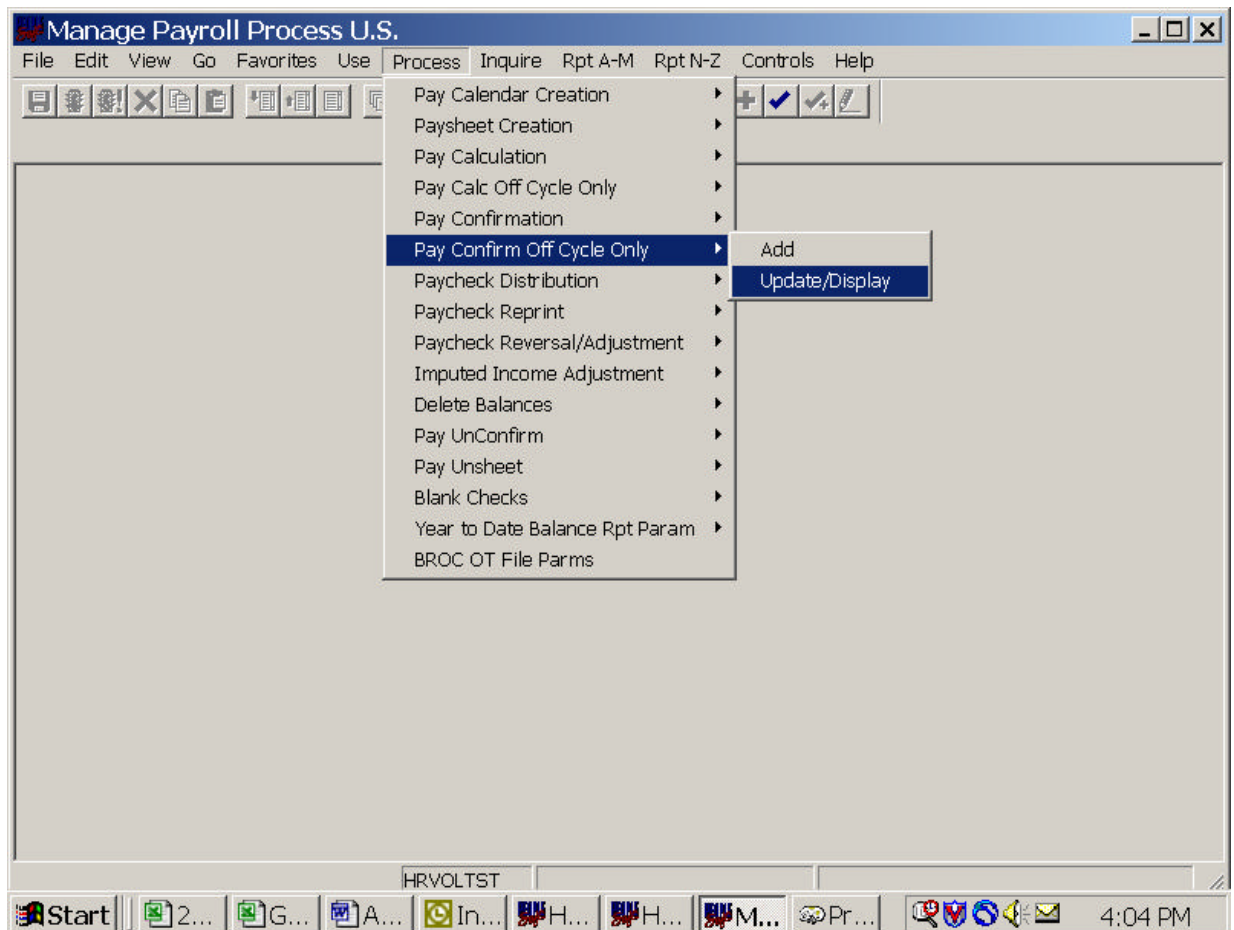
Begin-End Dates: 06/16/2003 06/30/2003
 Hourly Rate: 15.171462
 FLSA Rate:
 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimonthly
 Tax Method: Annualized
 FICA Status: Subject

HRVOLTST Paycheck Earnings Update/Display

Start 2... G... A... In... H... H... M... Pr... 3:49 PM

Step 3:

Navigation: Go, Compensate Employees, Manage Payroll Process US, Process, Pay Confirm Off Cycle Only, Update Display.



Enter your Run Control ID and click OK.

Enter the Company, Pay Group, Pay End Date (the current open period) and the Page Number assigned by the system.

Manage Payroll Process U.S. - Process - Pay Confirm Off Cycle Only

Pay Confirm Off

Operator ID: GHMARTIN
Run Control ID: 1

Off-Cycle Run

Company: 484 DOT
Pay Group: SS1 Semi Sal
Pay End Date: 09/30/2003
Process:
Page #: 7 **Thru:**

HRVOLTST Pay Confirm Off Update/Display

Start 2... G... A... In... H... H... M... Pr... 4:06 PM

Click the first traffic light.

Review the Process Scheduler Settings and click OK.

Manage Payroll Process U.S. - Process - Pay Confirm Off Cycle Only

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Pay Confirm Off

Process Scheduler Request

Operator ID: GHMARTIN Run Control ID: 1

Run Location:
☐ Client ☒ Server
Server: PSUNX

Output Destination:
☒ File ☐ Printer ☐ Window
File/Printer: /tmp/ +P-d

Run Date/Time:
Date: 09/29/2003
Time: 04:09:00 PM
Reset to current Date/Time

Run Recurrence:
Once
Name: New View Delete

OK Cancel

Description	Name	Process Type Descr
Confirm Pay	PSPCNFRM	COBOL SQL

HRVOLTST Pay Confirm Off Update/Display

Start 2... G... A... In... H... H... M... Pr... 4:07 PM

Process Monitor - Operator: GHMARTIN

File Action View Options Go Favorites Help

Qualify Process List

Operator ID:
 Server:
 Process Class:
 Run Status:

Process	Operator	Server	Process Class	Instance	Run DateTime	Status
PSPCNFRM	GHMARTIN	PSUNX	COBOL SQL	382066	09/29/2003 4:09:00PM	Success
PSPPYREV	GHMARTIN	PSUNX	COBOL SQL	382065	09/29/2003 3:48:00PM	Success
PSPCNFRM	GHMARTIN	PSUNX	COBOL SQL	382056	09/29/2003 12:45:00PM	Success
PSPPYRUN	GHMARTIN	PSUNX	COBOL SQL	382055	09/29/2003 12:13:00PM	Success
PSPPYRUN	GHMARTIN	PSUNX	COBOL SQL	382054	09/29/2003 12:11:00PM	Success

NUM

Start | 2... | G... | A... | In... | H... | H... | M... | P... | 4:08 PM

Once you have Success on the Process Monitor you are ready to review the Payroll Error Messages and Paycheck Data.

Navigation: Go, Compensate Employees, Manage Payroll US, Inquire Paycheck Data, Paycheck Earnings.

Your Paycheck now has the words Confirmed Check Reversal.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions | Paycheck Garnishments | Paycheck Special Accums | Paycheck Distrib

Company: 484 Page: 7 Line: 1 Empl Rcd#: 0 Ben Rcd#: 0
Pay Group: SS1 ID: 00241440
End Date: 09/30/2003 Name:

Confirmed ☒ Check Reversal ☐ Reprint ☐ Adjustment Separate Check #:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
268298	06/30/2003	-1,314.86	-236.79	-81.93	-996.14

Hours Earnings Rate Used

Regular Hours:
Overtime Hours: Hly Rt.
Regular Earn Hours: -88.00 -1,314.86

Other Earnings

Account Code:
Addl #: Addl Pay Reason: N None

Begin-End Dates: 06/16/2003 06/30/2003
Hourly Rate: 15.171462
FLSA Rate:
DeptID: 4846202502
Job Code: 15202
Position: 00133638
GL Pay Type:
Shift/Rate: / N
State /Locality: GA /
Tax Periods: 1 Semimonthly
Tax Method: Annualized
FICA Status: Subject

HRVOLTST Paycheck Earnings Update/Display

Start 2... G... A... In... H... H... M... Pr... 4:12 PM

If you review the original check # 268298 issued on 6/30/03 it will now have the word "Confirmed" replaced by the word "Reversed".

In order to process a Reversal / Adjustment follow the steps as outlined in the Reversal Process with the following exceptions: Click the Adjustment radio button before running the process. This will produce a paysheet that contains two paylines. The first one is the Reversal and the second one is the Adjustment.

Manage Payroll Process U.S. - Process - Paycheck Reversal/Adjustment

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Reversal/Adjustment

Operator ID: GHMARTIN
Run Control ID: 1

Company: 484 Ga. Dept. of Transportation
Pay Group: SS1 Semi-Monthly Salaried N
Pay Period End Date: 09/30/2003 Pay Run ID: E19

Paycheck Number: 264716
Paycheck Issue Date: 06/24/2003
ID/Name Net Pay
00241440 \$1,025.33

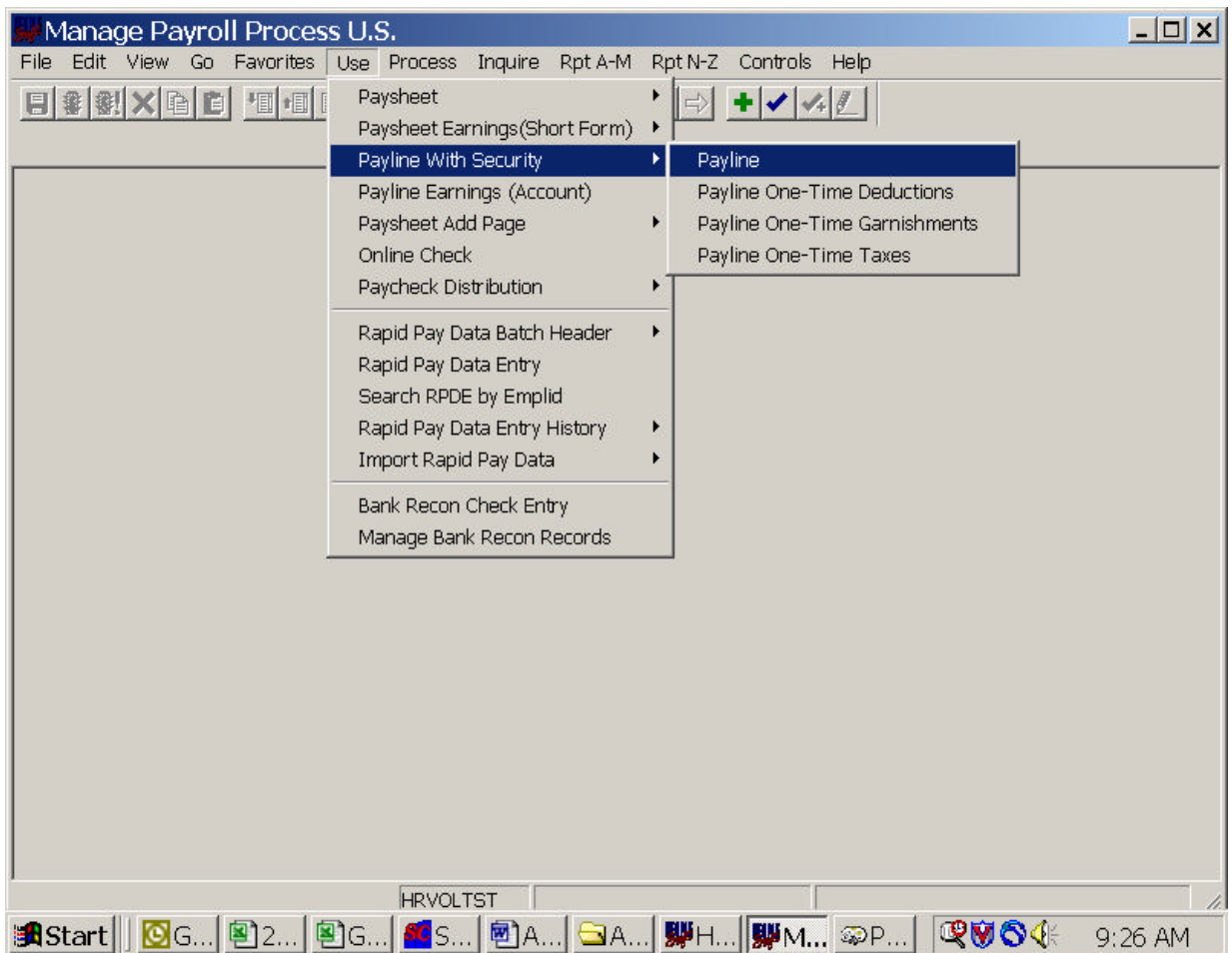
or Pay Group: SS1
Pay Period End Date: 06/15/2003
Off Cycle ☐
Page #: 117
Line #: 6
Separate Check #: 0

☐ Reversal ☒ Adjustment ☐ Delete Current Reversal /Adjustment

HRVOLTST Paycheck Reversal/Adjustment Update/Display

Start In... 20... G... Se... A... A... H... M... 9:02 AM

Navigation: Go, Compensate Employees, Manage Payroll Process US, Use, Payline With Security, Payline.



Enter the employee ID and click OK.

Manage Payroll Process U.S. - Use - Payline With Security

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Update/Display -- Payline With Security

Company:

Pay Group:

Pay Period End Date: ▾

Off Cycle?: ☒

Page #: ▾

Line #:

EmplID: ←

Employment Rcd Nbr:

Job Pay Data Change: ▾

Partial Pay Period: ☒

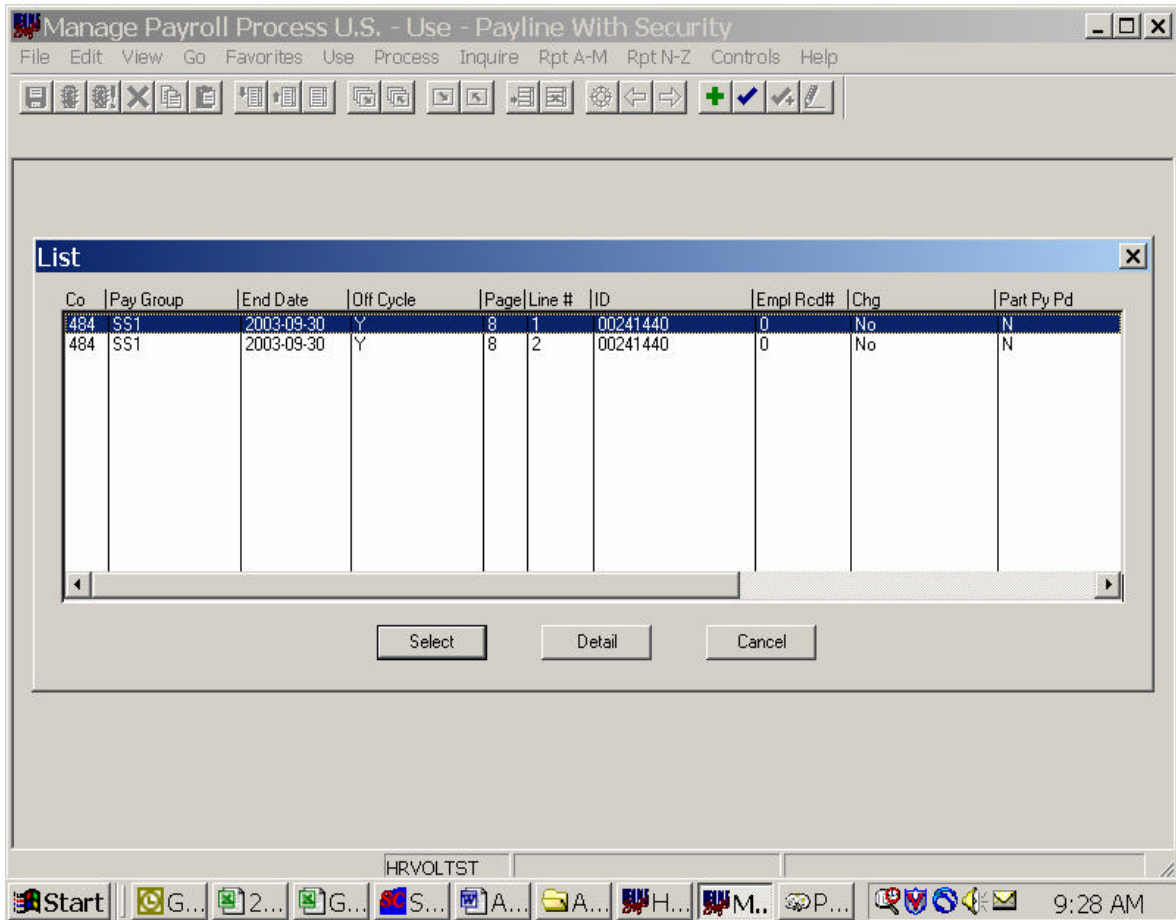
Name:

OK Cancel Use Query New Query

HRVOLTST

Start G... 2... G... S... A... A... H... M... P... 9:27 AM

The list will display the Company, Pay Group, End Date, Off Cycle, Page, Line #, Empl Rcd #. You will see the System assigned Page # with lines 1 and 2. Select Line 1.



All of the information is grayed and the numbers are negatives. This is the reversal of the original check. And you make no entries here. Note the words Reversing Adjustment.

Go to next in list to access Line 2.

Manage Payroll Process U.S. - Use - Payline With Security

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Payline Payline One-Time Deductions Payline One-Time Garnishments Payline One-Time Taxes

Company: 484 Pay Group: SS1 Pay End Date: 09/30/2003 Page: 8

Line #	ID	Empl Rcd#	Ben Rcd#	Name	Check #	Check Dt	Total Gross	Net Pay
1	00241440	0	0		264716	06/24/2003		

Reversing Adjustment

☒ OK to Pay

Reg Hrs In: OT Hrs: Hrlly. Rate: 15.171462 Reg Salary: -1314.86

☐ Disable Direct Deposit ☐ Gross-Up

Shift Account Code: N/A Department: 4846202502 Job Code: 15202 Position: 00133638 GL PayType: GA FICA Locality: N TL Rcds:

Earnings Begin/End Dates: 06/01/2003 06/15/2003

Tax Prds: Cur: 1 Annl: Pay Frequency: Semimnthly Tax Method: Annualized

Other Earnings

Cd	Seq	Hours	Amount

HRVOLTST Payline Update/Display

Start G. 2.. G. S.. A.. A.. H.. M.. P.. A.. 9:31 AM

Note the Line # is 2, the word Adjustment and that the Net Pay is grayed.

Manage Payroll Process U.S. - Use - Payline With Security

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Payline Payline One-Time Deductions Payline One-Time Garnishments Payline One-Time Taxes

Company: 484 Pay Group: SS1 Pay End Date: 09/30/2003 Page: 8

Line #	ID	Empl Rcd#	Ben Rcd#	Name	Check #	Check Dt	Total Gross	Net Pay
2	00241440	0	0			10/01/2003		1025.33
Adjustment								

☒ OK to Pay

Reg Hrs In: OT Hrs: Hrly. Rate: 15.171462 Reg Salary: 1314.86

☐ Disable Direct Deposit ☐ Gross-Up

Shift Account Code: N/A Department: 4846202502 Job Code: 15202 Position: 00133638 GL PayType: State: FICA Locality: N TL Rcds:

06/01/2003 06/15/2003 GA

Tax Prds: Cur: 1 Annl: Pay Frequency: Semimnthly Tax Method: Annualized

Other Earnings:

Cd	Seq	Hours	Amount

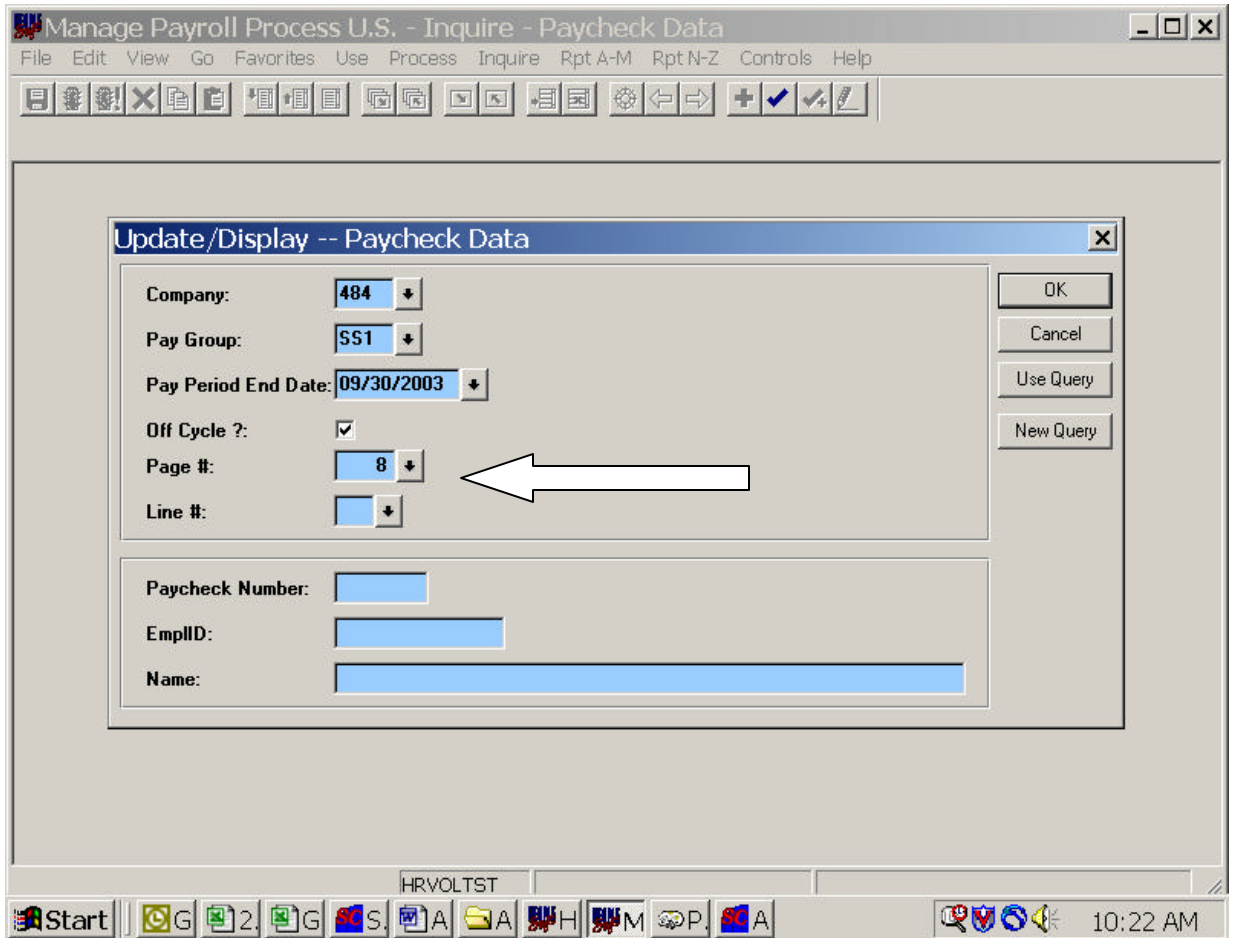
HRVOLTST Payline Update/Display

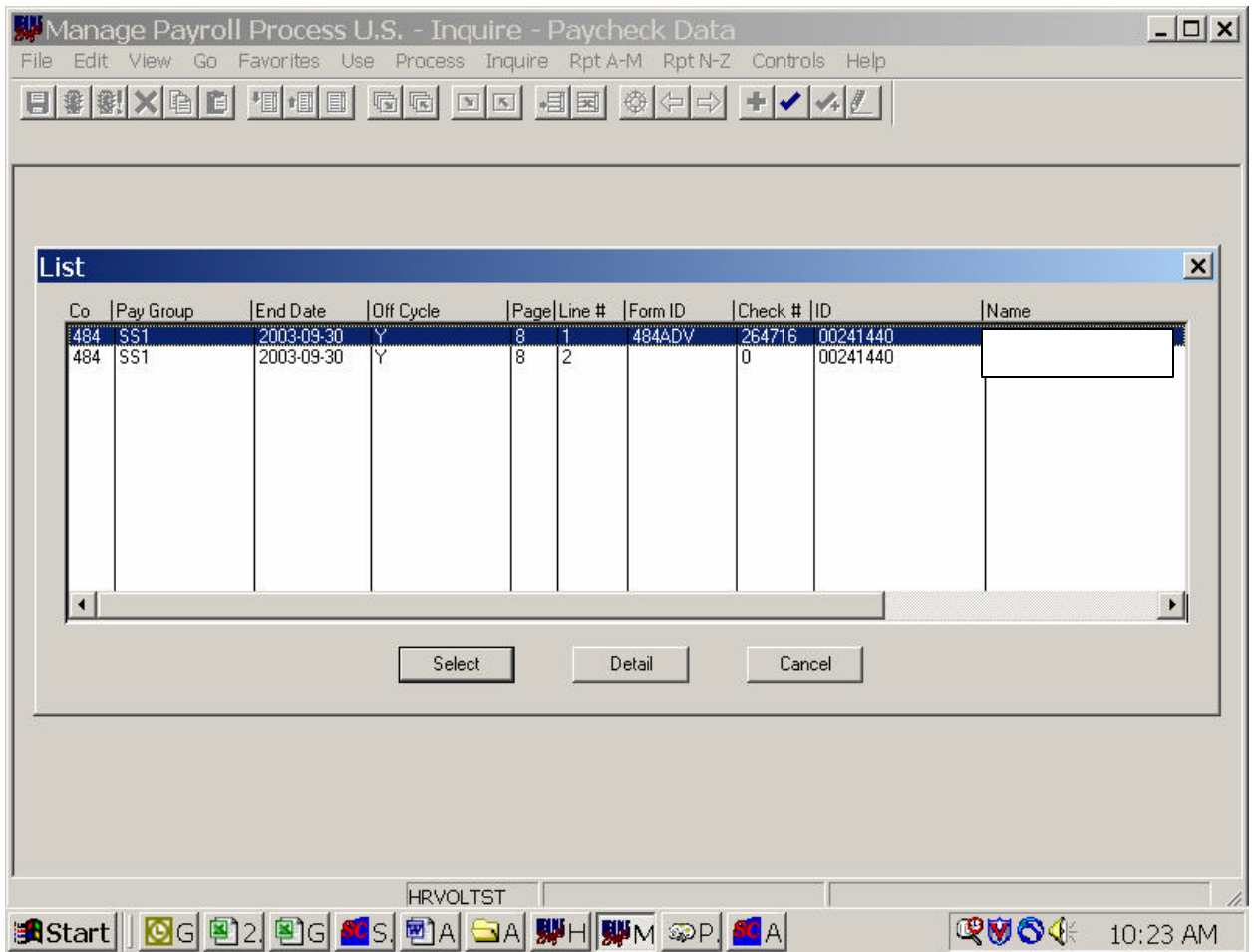
Start G. 2. G. S. A. A. H. M. P. A. 9:34 AM

If the employee is due additional earnings enter the information. Click the OK to Pay and the Disable Direct Deposit check box and save.

At this time there is no Direct Deposit of Off Cycle Checks.

You are now ready to run the Pay Calc Off Cycle Only Process as in the above steps. Once you have Success on the Process Monitor, review the Payroll Error Messages. If there are errors go to Payline with Security and verify the entries, correct, save and run a calc until there are no errors. Once there are no error messages then review the Paycheck Data.





Select Line # 1.

Note the words Reversing Check Reversal and the check mark in Adjustment (this indicates that there is another line)
 All the numbers are grayed and there is no Net Pay. This is now shown on the Paycheck Deductions Panel as Net Pay For Reversal/Adjustment. Remember this process does not void the original check but uses it to calculate the additional amount due the employee.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accums Paycheck Distrib

Company: 484 Page: 8 Line: 1 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 09/30/2003 Name:

Reversing ☒ Check Reversal ☐ Reprint ☒ Adjustment Separate Check #:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
264716	06/24/2003	-1,314.86	-244.80	-1,070.06	

Hours **Earnings** **Rate Used** **Begin-End Dates:** 06/01/2003 06/15/2003
 Regular Hours: Hourly Rate: 15.171462
 Overtime Hours: FLSA Rate:
 Regular Earn Hours: -80.00 -1,314.86 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimnthly
 Tax Method: Annualized
 FICA Status: Subject

Other Earnings + T R

Account Code: Addl #: Addl Pay Reason: N None

HRVOLTST Paycheck Earnings Update/Display

Start | G | 2 | G | S | A | A | W | M | P | A | 10:32 AM

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accruals Paycheck Distribution

Company: 484 **Page:** 8 **Line:** 1 ☒ Off Cycle?
Pay Group: SS1 **ID:** 00241440 **Empl Rcd#:** 0 **Ben Rcd#:** 0
End Date: 09/30/2003 **Name:**

Reversing	Check Reversal					Separate Check #:
Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay	
264716	06/24/2003	-1,314.86	-244.80	-1,070.06		

Deduction	Plan	Code	Class	Type	Amount	Amt Not Taken/ Calculated Base	Payback Amt/ Refund Amt
Credit Union DOT Savings		CUDOTS	After-Tax	General	-25.00		
Net Pay for Reversal/Adjustmt		NETPAY	After-Tax	General	-1,025.33		
ERS Employee Deduction	E2NAR	ERS2	After-Tax	ERS EE Ded	-19.73	1,314.86	
ERS Employer Contribution	E4NAR	ERS4	Nontaxable	ERS ER Con	-140.17	1,314.86	

HRVOLTST Paycheck Deductions Update/Display

Start G 2 G S A A W M P A 10:41 AM


Next review line 2. Validate all the panels and if correct you are ready to run the Pay Confirm Off Cycle Only Process.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accruals Paycheck Distribution

Company: 484 Page: 8 Line: 2 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 09/30/2003 Name:

Calculated  Check ☐ Reprint ☒ Adjustment Separate Check #:
 Check # Issue Date Earnings Taxes Deductions Net Pay
 10/01/2003 1,464.86 272.35 1,070.06 122.45

	Hours	Earnings	Rate Used
Regular Hours:			
Overtime Hours:			Hrly Rtd.
Regular Earn Hours:	80.00	1,314.86	

Begin-End Dates: 06/01/2003 06/15/2003
 Hourly Rate: 15.171416
 FLSA Rate:
 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimnthly
 Tax Method: Annualized
 FICA Status: Subject

Other Earnings + T R
 RTO RetroAdj 150.00 H

Account Code:
 Addl #: Addl Pay Reason: N None

HRVOLTST Paycheck Earnings Update/Display

Start G 2 G S A A W M P A 10:50 AM

Review Payroll Error Messages. If none, then review Paycheck Data.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions | Paycheck Garnishments | Paycheck Special Accums | Paycheck Distrib

Company: 484 **Page:** 8 **Line:** 1 **Empl Rcd#:** 0 **Ben Rcd#:** 0
Pay Group: SS1 **ID:** 00241440 **Off Cycle?** ☒
End Date: 09/30/2003 **Name:**

☐ Confirmed ☒ Check Reversal ☐ Reprint ☒ Adjustment **Separate Check #:**

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
264716	06/24/2003	-1,314.86	-244.80	-1,070.06	

	Hours	Earnings	Rate Used
Regular Hours:			
Overtime Hours:			Hrly Rt.
Regular Earn Hours:	-80.00	-1,314.86	

Other Earnings + T R

Account Code: **Addl #:** **Addl Pay Reason:** N None

Begin-End Dates: 06/01/2003 06/15/2003
Hourly Rate: 15.171462
FLSA Rate:
DeptID: 4846202502
Job Code: 15202
Position: 00133638
GL Pay Type:
Shift/Rate: / N
State /Locality: GA /
Tax Periods: 1 Semimonthly
Tax Method: Annualized
FICA Status: Subject

HRVOLTST Paycheck Earnings Update/Display

Start | G | 2 | G | S | A | A | W | M | P | A 10:56 AM


Note the word Confirmed and the Check assigned number.

Manage Payroll Process U.S. - Inquire - Paycheck Data

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Paycheck Earnings Paycheck Taxes Paycheck Deductions Paycheck Garnishments Paycheck Special Accums Paycheck Distrib

Company: 484 Page: 8 Line: 2 Empl Rcd#: 0 Ben Rcd#: 0
 Pay Group: SS1 ID: 00241440
 End Date: 09/30/2003 Name:

Confirmed  Check ☐ Reprint ☒ Adjustment Separate Check #:

Check #	Issue Date	Earnings	Taxes	Deductions	Net Pay
527515	10/01/2003	1,464.86	272.35	1,070.06	122.45

Hours	Earnings	Rate Used
Regular Hours:		
Overtime Hours:		Hrly Rt.
Regular Earn Hours: 80.00	1,314.86	

Begin-End Dates: 06/01/2003 06/15/2003
 Hourly Rate: 15.171416
 FLSA Rate:
 DeptID: 4846202502
 Job Code: 15202
 Position: 00133638
 GL Pay Type:
 Shift/Rate: / N
 State /Locality: GA /
 Tax Periods: 1 Semimnthly
 Tax Method: Annualized
 FICA Status: Subject

Other Earnings

RTO	RetroAdj				
		150.00			

Account Code:
 Addl #: Addl Pay Reason: N None

HRVOLTST Paycheck Earnings Update/Display

Start G 2 G S A A W M P A 10:58 AM

The Adjustment Check will print during the nightly processing and be available to the agency the following day.

In order to refund a General Deduction: First enter an end date on the General Deduction Panel that is at least one day prior to the check you are reversing. Then run the Paycheck Reversal / Adjustment Process. The only thing that has to be done on the Adjustment Payline is click the Ok to Pay and Disable Direct Deposit, Save, run the Pay Calc Off Cycle Only Process and then the Off Cycle Pay Confirmation. The system will automatically refund the deduction.

In order to refund Taxes withheld in error: If OASDI was withheld in error, first go to the employee's Job Data. Navigation: Go, Administer Workforce, Administer Workforce (US), Use, Job Data, Update/Display. Insert a row using the effective date prior to the first day of the pay period you are reversing, Action Reason of Data Change, CFI (Change FICA Status). On Job Data Panel 2 Change from N (Subject to) to M (Medicare Only) and save.

Administer Workforce (U.S.) - Use - Job Data

File Edit View Go Favorites Use Setup Setup US Process Inquire Report Help

Job Data 1 Job Data 2 Job Data 3 Job Comments Job Audit Info Job Earnings Distribution Benefit Program Participation Er

ID: 00241440 Empl Rcd#: 0

Employee Status: Active ☐ Position Management Record

Effective Date: 05/31/2003 Current **Effective Sequence:** 0

Action / Reason: Data Chg CFI Change FICA Status Action Dt: 10/01/2003

Position Entry Date

Position Number: 00133638 10/01/1999 Highway Maintenance Foreman

☐ Position Data Override ☒ Encumbrance Override

Department: 4846202502 10/01/1999 6MT MAUPaintD2

Job Code: 15202 10/01/1999 Highway Maintenance Foreman

Location: 031

Regular Shift: N/A **Operator ID:** BEN570X

HRVOLTST Job Data 1 Correction

Start G 2 G S A A W H P A A 11:13 AM

Administer Workforce (U.S.) - Use - Job Data

File Edit View Go Favorites Use Setup Setup US Process Inquire Report Help

Job Data 1 Job Data 2 Job Data 3 Job Comments Job Audit Info Job Earnings Distribution Benefit Program Participation Er

ID: 00241440 Empl Rcd#: 0

Effective Date: 05/31/2003 Current Effective Sequence: 0

Action / Reason: Data Chg Change FICA Status

SCOA Type: Regular Full/Part Time: Full-Time

Empl Class: EEO Class: None

FLSA Status: Executive Officer Code: None

Company: 484 DOT FICA Status: M Medcr only

Pay Group: SS1 Semi Sal Classified Indc: C Classified

Employee Type: S Salaried Pay Months Per Year: 12.0

Standard Hours: 40.00 Holiday Schedule: NONE

FTE: 1.00 ☒ Adds to FTE Actual Count?

HRVOLTST Job Data 2 Correction

Start G 2 G S A A W H P A A 11:14 AM

Run the Paycheck Reversal / Adjustment Process. The only thing that has to be done on the Adjustment Payline is click the Ok to Pay and Disable Direct Deposit, Save and run the Off Cycle Calc Process. The system will automatically refund OASDI. Review Payroll Error Message and Paycheck Data. When check is correct run the Pay Confirm Off Cycle Only Process.

Tips:

Always confirm Reversals before processing a replacement On Demand Check. The system will not allow you to confirm an Off Cycle transaction if you have two calculated paylines for the same employee.

Always review Payroll Error Messages and make corrections and re-calculate until there are no error messages for this payline page.

Always review Paycheck Data for accuracy before confirming checks.